



NEW BUSINESS DEVELOPMENT REPRESENTATIVE

Job Description

Department: Astra Business Solutions
Reports To: General Manager
Supervises: N/A
Status: Full-Time, Exempt

Job Summary:

Responsible for calling on and developing new business, product development initiatives and assisting in underwriting new customers. Represents ABS in local community through active participation in community affairs and participates in marketing all the Astra Financial Group products and services.

Key Result Areas:

- Generate relationships and develop prospective customers to further grow the business's receivables portfolio and opportunities base.
- Meet business growth, call/referral cycle, & sales goals.
- Help to develop and promote the Astra Brand within our communities. This includes, but not limited to, community organization involvement, local event coordinating, and general officer demeanor in and outside the office.

Core Competencies:

Possesses excellent communications and relationship building skills. Takes Initiative, uses sound judgement, well organized, ability to withstand pressure, leads by example, plans and organizes tasks to achieve objectives, teamwork, results orientation, analytical thinking, operational leadership. Understanding of business and ability to relate to various types of small and medium sized businesses.

Requirements:

- High School Diploma Required, Related College Degree or comparable work experience preferred.
- 1-3 years of outside sales experience and training preferred.
- Proficiency with Microsoft Office products including Excel, Word, Outlook and PowerPoint
- Valid driver's license.
- Ability to operate a motor vehicle in accordance with applicable laws.
- Ability to lift 20-40 lbs.

Responsibilities

- Identifying and targeting new market opportunities.
- Developing, building, and managing a client database of prospects.
- Participating in trade shows, conferences, and community events to help promote the company.
- Using existing contacts and other means to create leads.
- Building and sustaining strong customer relationships to maintain the new customers.
- Maintaining relationships with current customers.
- Making direct contact with prospects that have applied for factoring and are working their way through the Underwriting and funding process.
- Ensuring all proposals are approved prior to presenting them to the customer.



- Ensuring prospects receive marketing literature and price quotes, answering any questions and obtaining any further information necessary to close new business.
- Responding to all inquiries and requests for quotes in a timely manner.
- Maintaining records and tracking of all proposals in progress and timely follow-up to maximize sales opportunities.
- Arranging appointments to give sales presentations to potential customers.
- Preparing and presenting proposals in a complete and professional manner, according to company standards.
- Understanding and identifying customer needs and expectations to recommend specific offerings and services.
- Communicating any problem areas to appropriate parties and working to find immediate resolutions.
- Staying up-to-date on industry and market knowledge.
- Coordinating and implementing targeted marketing initiatives.
- Ensuring that information in our CRM is accurate and being willing to call prospects to request additional info and upload to CRM.
- Identifying potential business partners.
- Providing various sales reports to management.
- Ensuring that motor vehicle is in good working condition and is properly maintained.
- Represent ABS's Core Values and culture and conduct all business with a high level of integrity.
- Other duties as assigned.

Astra Business Solutions is an Equal Opportunity Employer. The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

At Astra Bank we are committed to creating a diverse and inclusive work environment. We believe in providing equal opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law. We are dedicated to fostering an environment where everyone feels respected, valued, and empowered to contribute to our success.

Please apply at www.astra.bank/careers

