



Kurtz Bros., Inc.
Job Description

Position: **Business Development Specialist**
Reports To: Director, Business Development
Status: Exempt

Qualifications & Requirements	<ul style="list-style-type: none">• Bachelor's degree in business administration, construction management, or other related discipline is preferred. Relevant, equivalent experience may be considered.• Excellent social skills and professional demeanor to allow for effective communication with new or existing clients, via phone or email or in person.• Skilled with time management; able to meet deadlines and work independently.• Analytical with strong research and problem solving skills.• Must possess excellent communication skills, both orally and in writing.• Personable with excellent customer focus.• Ability to quickly learn KB product and service offerings.• Effective public speaking skills and presentation using various tools, such as PowerPoint slides.• Attention to detail, accuracy, and follow through.• Self-motivated and goal driven.• Able to sit, stand, type, use personal computer and telephone.• Exposure to loud noises, hot/cold temperatures, dust, and other environmental factors.
Primary Responsibilities	<ul style="list-style-type: none">• Provide administrative support to Director of Business Development.• Research, develop, and write cost estimates and proposals, including assumptions.• Manage logistics of responses and pitches, including arranging meetings and coordinating with other departments.• Follow up with potential clients and address their hesitations or concerns.• Work with sales teams and clients to develop effective operational plans and bids.• Seeks out new market insights and business opportunities through research and analysis.• Keep current with government rules and regulations relevant to their industry.• Assist Director in coordinating the implementation of business plans and the penetration of new markets• Performs other related duties as assigned• Occasional travel (up to 25%) may be required to meet prospective or existing clients.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions expected of an incumbent. It is not designed to cover or contain a comprehensive listing of qualifications, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description does not constitute any type of employment contract. The employment relationship is at-will and may be terminated at any time. The Company reserves the right to modify job descriptions, as deemed necessary.