



BUSINESS DEVELOPMENT REPRESENTATIVE

Office-to-Field Career Path (Sales)

SUMMARY & OBJECTIVE

Do you crave a great opportunity for advancement in a fast-paced and growing work environment? Our office-to-field program is designed to give you the tools you need to travel and have a great career in sales. You will gain the foundation you need to be successful by learning in the stability of our office. We expect you will quickly advance to become a valued member of our sales team. You will get to travel and provide solutions to schools that increase student safety and put dollars back into the classroom. So, are you ready to start a career that supports your dreams while doing good in this world? You've got this... we believe in you.

What are we looking for?

- The desire to help others
- Willingness to work hard and succeed
- Ability to match solutions to client challenges
- Fantastic listener
- The energy to constantly build new relationships
- The courage to do the right thing
- Willingness to work hard and succeed (Yep, your success is important to us! We are going to say it twice.)
- People who like to have fun

ESSENTIAL JOB FUNCTIONS

JOB DUTIES AND RESPONSIBILITIES

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Book travel arrangements
- Submit and reconcile expense reports
- Provide information by answering questions and requests
- Gather and process data and information and generate reports
- Handle multiple projects
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Book conference calls, rooms, taxis, couriers, hotels etc.

Smarter Transportation.



- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Answer telephone calls and pass them on
- Photocopy and print out documents on behalf of other colleagues

KNOWLEDGE, SKILLS, & ABILITIES

- Excellent communication and human relation skills necessary in dealing with customers and various organization employees
- The ability to take rejection and deal with difficult personality types and stressful situations • PC skills including MS Office
- Excellent time management and organizational skills which include, but is not limited to the ability to complete multiple tasks and high volume of work on deadline
- Performs special duties and other projects as assigned
- Adheres to all company policies
- Accomplishes all tasks as appropriately assigned or requested

TO APPLY: Please visit our website at <https://www.edulog.com/employment/> to fill out an application and submit a cover letter and resume.

Smarter Transportation.

Education Logistics, Inc. | 3000 Palmer Street | Missoula, MT 59808 | www.edulog.com

Education Logistics, Inc. is an equal opportunity employer.