

POSITION TITLE:	Business Development	Tier:	
REPORTS TO:	VP of Business Development	Date Reviewed:	12/1/2020
DEPARTMENT:	Operations	Date Approved:	
TYPE OF POSTION:	Full-Time/ Exempt	Revision #:	
LOCATION OFFICED:	Fargo, ND or Watertown, SD		

POSITION DESCRIPTION:

Under the supervision of the Vice President of Sales, the Business Development Representative will be responsible for growing HFI sales via initiating projects for new ingredients in existing customers and developing new customer sales.

RESPONSIBILITES AND DUTIES:

- Gain in-depth knowledge of HFI’s portfolio and how best to position ingredients to food manufacturers.
- Research, prioritize, develop and qualify new leads to increase sales.
- Develop and deliver upon annual volume and margin forecasts.
- Prospect for new business through identifying new customer contacts and presenting HFI portfolio.
- Represent HFI at conventions, trade shows and customer meetings; generate and follow up on leads from trade shows, meetings and marketing activities.
- Maintain regular contact and develop long term relationships with existing customers to identify and target new opportunities to expand product sales and ensure customer satisfaction.
- Gain understanding of HFI customers, including key decision makers, purchasing criteria and competitive suppliers.
- Identify and resolve customer concerns while working closely with customer service. Initiate internal communication of customer concerns coordinating efforts with other departments.
- Verify price and delivery to meet customers’ requirements. Provide price quotes as necessary.
- Maintain customer information in HFI database.
- Work jointly with customers and customer service to acquire, maintain and update forecasting data.
- Actively review accounts receivable and address concerns with customers as needed.
- Provide regular business development updates to management on active customer projects and bids.
- Provide back up to other HFI staff as needed

QUALIFICATIONS:

- Strong verbal and written communication skills
- Team player with the ability to work well with others
- Experience in working with spreadsheets, databases and computers
- Experience selling or working with grain-based products

BACK UP:

- Business Development Team

Name:		Date:	
Signature:			
Manager Name:		Date:	
Signature:			