

MUELLER ELECTRIC COMPANY

PURPOSE:

Develop new business opportunities. Coordinate and plan business development activities.

ROLES AND RESPONSIBILITIES:

- Possess a basic understanding and knowledge of quality management and control systems; understanding that each employee is responsible for the quality of product, appreciating Mueller Electric Company's primary goal of total customer satisfaction.
- Strengthen existing business & client relationships through ongoing strong phone and email contact.
- Seek new opportunities to develop products and services using research, customer feedback and other methods of information gathering available.
- Identify and target markets; implement developmental strategies for specific targeted markets.
- Prepare marketing plans and presentations.
- Organize and analyze product market research and generate reports on product sales to determine current needs.
- Analyze customer feedback and monitor overall product satisfaction.
- Participate in special projects as assigned
- Other duties may be delegated as necessary

KNOWLEDGE AND EXPERIENCE REQUIREMENTS:

- Bachelors or Master's scientific or technical field preferred.
- Minimum three years of business development or program management experience in a manufacturing environment with industrial electro-mechanical components. With most recent being involved in Sales/Service/Marketing.
- Strong experience in developing new and existing product-marketing strategies aimed at increasing market share; experienced in new product development and product line rationalization.
- Effective team leadership and communication and interpersonal skills essential.
- Computer skills such as word processing, spreadsheet, database, and Internet capabilities required. Microsoft Office package skills essential.
- Team leadership experience demonstrating coaching, mentoring, monitoring and improvement skills.
- Ability to read & define problems, collect data, establish facts, and draw valid un-biased conclusions.
- Ability to interpret an extensive variety of instructions, both oral and written.
- Ability to present information and respond to questions from management, co-workers and vendors.
- Attention to detail, leadership & coaching, time management and organizational skills.

INTER-RELATIONSHIPS:

The Business Development Associate must have highly developed interpersonal, and communication skills in order to communicate effectively with management, peers, as well as manufacturing, and engineering personnel; assist in leading the sales department. This position will work closely with the Marketing Department of Mueller Electric Company.

WORKING CONDITIONS:

The position is based in an office setting adjoining the production area, where some travel may be required. Demands of job often require work outside of normal business hours.

PHYSICAL DEMAND REQUIREMENTS:

While performing this job, the employee will perform work at a desk, use the computer, the telephone, and a variety of office equipment. The employee may be required to travel to customer, distributor, and manufacturer's representative locations. The employee is required to move about the office, manufacturing areas, and customer locations. Mental and visual attention to various documents, forms, and instructions are necessary. The employee is required to speak and hear in order to receive or communicate information.