



Business Development Representative and Associate Account Coordinator

Join a creative team of event designers and producers dedicated to creating phenomenal events in the Mid Atlantic Region. We are looking for an ambitious and energetic Business Development Representative to help us expand our clientele. This position will also assist in account coordination for new and existing clients. The ideal candidate has experience in and displays a passion for the events industry with a strong track record in outside sales.

You will use your communication skills to cultivate strong relationships with customers, from the first contact until you close the deal. You will also ensure proper after-sales service. If you are motivated and results-driven and enjoy working in a team environment, we'd like to meet you. The successful employee ensures the brand is fulfilled and Shumaker's reputation for excellence is maintained while building future relationships.

Responsibilities

- Business Development with a goal of expanding the business: 65%
 - Proactively identify ways of growing revenue with existing clients
 - Identify potential new clients and services that would suit them
 - Actively sell Shumaker event production services to new clients
 - Call on venues in Central PA to introduce and sell Shumaker services
 - Actively participate in networking opportunities to develop business contacts and promote the company (e.g. Chamber, MPI)
 - Learn Shumaker services in order to clearly articulate the Shumaker value proposition
 - Assist the Marketing & Business Development Director in building new business by providing ideas and soliciting new business as requested

- Event Creation/Account Coordination: 30%
 - Support sales team designers as needed
 - Develop a deep understanding of Shumaker software, procedures and processes
 - Design and conceptualize events to ensure Shumaker's high standards
 - Collaborate with other departments and operational staff to ensure high-quality event implementation
 - Create a visual and cohesive look or brand for each event
 - Keep informed of industry trends, colors, and styles to ensure Shumaker offers trend-forward creative advice

- Other: 5%
 - Regularly attend required meetings
 - Assume other activities and responsibilities from time to time as directed by the Marketing & Business Development Director



Skills

- Education and Experience:
 - 2+ years of sales and event experience.
 - Sound administrative and organizational skills
 - An outgoing personality, excellent communication and customer service skills
 - Excellent technical skills, knowledge of Google, Microsoft Suite
 - CAD experience helpful but not required

This is a 40 plus hour a week non-exempt position. Reports to the Marketing & Business Development Director.

Qualification Standards

Education/ Training:	High School education or GED preferred, but not required.
Experience:	2+ years sales and event design preferred, with an aptitude to negotiate and close sales deals.
Knowledge/Skills:	Computer skills: word processing, email and spreadsheet. Ability to read financial reports.
Attendance:	Regular, predictable attendance.
Other:	Demonstrated ability to work well with people and to be able to design according to the clients needs. Must be 18 years of age or older.

Position Requirements

Essential Functions / Tasks:	Requirements:
Physical:	
Vision	Ability to see color and texture.
Hearing	Hearing required to hear equipment & co-workers.
Sense of Smell	Not Applicable.
Gripping	Pick up boxes, cans, other products, tools and equipment.
Lifting	Up to 65 pounds occasionally.
Stooping	Rarely stoop and maneuver to pick up boxes from shelving and carts.
Squatting	Rarely squat and maneuver to pick up boxes from shelving and carts.
Push/Pull	Rarely pushing/pulling carts/racks weighing up to 200 pounds.
Kneeling	Rarely kneeling.
Climbing	Rarely climbing.
Bending	Rarely bending.
Reaching	Occasional reaching overhead, front, side and back.
Equipment Operation	Ability to safely operate department equipment.
Carry Objects	Rarely ability to carry objects weighing up to 65 pounds.
Sitting	Ability to sit for prolonged periods of time with clients or in front of a computer.
Walking	Short distances to bring items from miscellaneous areas.
Standing	Prolonged standing if onsite for a client or projects.
Work environment	Ability to work in a climate controlled environment.
Climate	Ability to work in a climate controlled environment.



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Mental & Psychological Demands:	
Comprehension	Understands and retains directions.
Reading/Writing	Advanced reading/ writing skills.
Speaking	Communicate effectively with co-workers.
Decision Making	Use advanced problem-solving techniques.
Attention to Task/Detail:	
Critical Thinking Skills	Organize tasks and set priorities.
Multi-Tasking	Perform and /or direct multiple tasks simultaneously.
Interaction with Others:	
Service	Exceptional ability to serve co-workers and clients reflecting Shumaker's mission and vision.
Co-workers	Work cooperatively and collaboratively with co-workers.