



Job Description

“Category A Personnel”

POSITION TITLE:	Business Development and Accounts Manager	REPORTS TO:	Chief Operating Officer
DEPARTMENT:	Business Development & Accounts Management	DATE CREATED:	6/15/99 Rev 8/2/18

MAJOR PURPOSE OF POSITION:

The Business Development and Accounts Manager is responsible for revenue generation, including marketing, sales, proposals and quotes, contracts, and account management. This individual will manage personnel in aforementioned areas to ensure revenue and customer needs are met.

JOB FUNCTIONS:

1. Design, develop and execute an effective plan and strategy for increasing orders/bookings and program captures. Will be responsible for selecting accounts based on opportunity, mapping and building account relationships, and executing effective strategies to grow account business.
2. Provide proficient technical acumen and knowledge of our capabilities to peers, partners, potential customers, and current customers to develop business opportunities
3. Establish and maintain performance metrics, tied to established goals and objectives, to ensure trends are managed in a proactive manner
4. Communicate voice of the customer back to the business
5. Develop business forecasts
6. Evaluate market and competitive conditions
7. Travel as required to identify opportunities and pursue sales and account management efforts
8. Manage marketing, sales, quoting, contracts and account management departments. Ensure all employees working in the aforementioned departments are properly trained and equipped to perform the job descriptions under which they are working
9. Establish and maintain fiscal year budgets for the marketing, sales, quoting, contracts, and account management departments

ADDITIONAL JOB REQUIREMENTS:

ORGANIZING AND PLANNING

PROJECT MANAGEMENT

Will be expected to work on projects to improve the functioning of your departments. Must have ability to manage projects, including implementing process change, training personnel, and reporting results

COMMUNICATION

Must possess a strong ability to speak on technical and business issues on a routine basis conveying a positive image for the Company. Must be capable of assembling and presenting information to groups of Employees, Subcontractors and Customers. Must be able to clearly communicate with supervisors, peers and subordinates.



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Must have ability to document professional, clear, and concise communications. This includes generating correspondence memos, letters, technical reports, and presentations in a timely manner.

REPORTING

Will be asked to regularly report forecasts, status and results based on agreed upon KPIs. Must have ability to report using software tools, including Microsoft Office, Google Docs, and ERP software

Must have ability and experience developing others through training, mentoring, and effective feedback

COLLABORATION

Must have ability to work collaboratively with all L.A. Gauge departments, customers, and partners. Expected to contribute to creating a positive work environment

CORE VALUES

Will be expected to model L.A. Gauge Company’s core values at all times:

- Attention to detail
- Full ownership
- Humbly confident
- What’s at fault, not who’s at fault
- Respect others

KNOWLEDGE REQUIREMENTS

B.S. degree in business or technical field required

TYPE AND LENGTH OF EXPERIENCE

5-10 years of equivalent experience within a manufacturing environment in a supervisory or managerial capacity. Must have an understanding of aerospace technical issues as they relate to a machine shop and the ability to read and interpret technical information such as drawings and specifications

PHYSICAL REQUIREMENTS

Position requires frequent travel

SAFETY REQUIREMENTS

Compliance with safety standards and policies will be graded as part of job performance



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ATTENDANCE

Regular attendance is a required function of this position

GENERAL INFORMATION:

This position requires the individual be a self-starter, displaying initiative and seldom requiring assistance or instruction. Must have a solid understanding of the business as it relates to Finance, Contract Administration, Program Management, Materials & Procurement, Quality Assurance, Management Information Systems, Human Resources and basic business strategies. Additionally, this individual must be respected in the industry in order to ensure continued Customer confidence in the Company.

THIS JOB DESCRIPTION IS NOT ALL-INCLUSIVE. OTHER RESPONSIBILITIES MAY BE ADDED AS REQUIRED.

PRESIDENT SIGNATURE	DATE	<input type="text"/>
DIRECTOR OF HUMAN RESOURCES SIGNATURE	DATE	<input type="text"/>
EMPLOYEE SIGNATURE	DATE	<input type="text"/>