



BUSINESS RELATIONSHIP MANAGER

Suttle-Straus is looking for a **Business Relationship Manager** to join our award winning team. If you have the required qualifications, submit a Suttle-Straus application, available on our web site: www.suttle-straus.com, resume and cover letter describing what knowledge, skills and abilities you would bring to this position to: careers@suttle-straus.com

Job Title: Business Relationship Manager

Department: Sales

Reports to: Vice President of Sales

Job Summary:

The primary responsibility of this position is to strengthen strategic client relationships through the development of marketing solutions. After identifying and qualifying new business opportunities, the Business Relationship Manager will concept niche applications and provide consultation services to current and prospect companies to promote our products and services. The Business Relationship Manager will work closely with the Marketing Director and other department managers to develop strategic solution based sales processes specifically designed to support our customers' needs. The position will also serve as a resource to the Vice President of Sales.

Duties & Responsibilities:

- Develop in-depth knowledge of Suttle-Straus's products, services, and solutions.
- Identify and create new product applications that utilize our current and future equipment capabilities to drive additional top-line revenue.
- Develop and qualify new business leads and perform activities as outlined in the company's Business Development Strategy program.
- Utilize various Social Media communication channels for the purpose of market research & gathering insight on potential clients
- With the support of the Marketing Director, develop client or industry specific marketing campaigns to appeal to long-term strategic customers.
- Participate in local and national organizations to network with identified target client partners.
- Assist with building new client relationships and provide support to current clients.
- Work with Sales Representatives to accomplish marketing/sales objectives.
- Develop proposals and presentations to customers and prospective customers in support of new business development activities.
- Complete market research to determine product and service opportunities.
- Perform selling support activities that include customer visits as needed.
- Assist with copy writing activities related to marketing materials, proposals, and other documents.

- Manage information within our company's CRM program to support the distribution of marketing materials and monitor relationship building activities.
- Provide plant tours to prospective clients.
- Participate on the company's marketing team.

Skills & Educational Requirements:

- Bachelor's degree in marketing or related field, or equivalent professional experience
- 3-5 years' experience in graphic communications preferred
- Excellent computer skills including MS Word, Excel, and PowerPoint
- Knowledge and experience working with Salesforce.com CRM
- Experience with Social Media marketing & research
- Sales orientation and a passion for success
- Strong interpersonal skills
- Excellent listening, verbal, and written communication skills
- Ability to multi-task and work independently
- Creative problem solving skills
- Attention to detail
- Some overnight travel may be required