



## Job Description

**Position:** Inside Sales Representative/Business Development – Mission BC, Acheson BC

**Reports to:** Sales Manager

**Overview:** Maintain and develop relationships with new and existing customers via meetings, telephone calls and emails. Overall responsibility for business development, marketing and new work booked for T-Lane Nation Service/Product offer. Work cross functionally with pricing and brokerage to best coordinate sales efforts. Aids in developing and implementing T-lane Nation sales and marketing plans and strategies. Follows direction set by the Sales Manager, such as implementing programs to ensure attainment of revenue goals, business plan for growth and new work booked.

### Responsibilities:

- Identify new markets and business opportunities
- Responsible for increasing and developing sales
- Duties as assigned
- Provide support including assistance with customer contacts and relationships, identification and prioritization of opportunities, estimate and proposal development, and contract negotiation and management. Makes sure ALL proposals meet high standards, meet customer needs and whenever possible, exceed expectations.
- Acts as the primary contact for information for assigned leads / accounts.
- Works with management and sales team to research and identify new market opportunities.
- Maintains and re-establishes relationships with key customer contacts and accounts.
- Works with team to have clear bid / no-bid decisions, have strategic and clear win strategies based on knowledge of market conditions

### Skills and Abilities:

- Robust knowledge of transportation industry
- Excellence in client relationships
- Making accurate, rapid cost calculations, and providing customers with quotations
- Gathering market and customer information
- Able to communicate effectively in writing and more importantly, verbally
- Review sales performance
- Time management skills
- Hard working, self-starter
- Detail oriented
- Excellent team player with the ability to work independently

### Knowledge:

- Grade 12 graduation
- Minimum 2 years' experience in a transportation/logistics position with proven portfolio of work
- MS Word, Excel and Outlook
- Transportation experience an asset

### Resume Details:

- Submit resume with work portfolio to [cwilliams@t-lane.ca](mailto:cwilliams@t-lane.ca)