



integrity - innovation - quality

BUSINESS DEVELOPMENT/SALES ASSOCIATE

Black Creek Integrated Systems is a leading national supplier of computerized electronic security and inmate management systems for the corrections industry. Black Creek's technology has evolved as a standard for numerous large correctional agencies and architectural and engineering firms specializing in criminal justice work. As a result of its experience and reputation, Black Creek has enjoyed steady growth in what has proven to be a recession-proof industry.

Black Creek is seeking a Business Development/Sales Associate to join the Sales Department.

General Responsibilities

This position reports directly to the Sales Manager and is responsible for the development and performance of sales activities in assigned markets towards the achievement of maximum profitability, growth, and customer base expansion in line with company vision and values.

Essential Duties & Responsibilities

- Arrange, coordinate and conduct sales presentations
- Identify prospective new customers and develop new business relationships
- Keep abreast of market trends, technology and competitor activity
- Plan, organize and attend marketing exhibit/trade-show activity
- Generate timely and accurate sales and target performance reports
- Initiate and coordinate development of action plans to penetrate new markets
- Provide timely feedback to management regarding performance
- Create and conduct proposal presentation and RFP responses
- Control expenses to meet departmental and company guidelines
- Assist in the review of contract documents, determine bidding and qualification requirements, identify bidding deadlines and bidding structure
- Assist in the preparation of project bid estimates
- Coordinate market research, selling strategy, advertising and promotion efforts
- Participate in product development for target market
- Analyze sales statistics to determine selling possibilities and establish sales projections
- Extensive travel is required
- Occasional lifting of heavy objects may be required for trade shows and demos
- Maintain computer and technology skills commensurate with job requirements
- Maintain professional composure and appearance at all times
- Adhere to all company policies, procedures and business ethics codes
- Perform related work as required

Qualifications, Education, Certifications, Licenses

- A Bachelor's degree in Business Management/Administration, Marketing, Communications, Public Relations or related field
- 3 - 5 years of experience in correctional industry or government sales preferred
- Technical sales experience is a plus
- Thorough knowledge of Microsoft Office required

- Experience with ACT software is a plus
- Superior computer skills to generate professional reports, schedules, correspondence, etc.
- Strong understanding of customer and market dynamics and requirements for success
- Excellent relationship-building skills required

Working at Black Creek

In addition to offering competitive compensation, we offer a generous benefit package that includes:

- 401(k) retirement plan
- Vacation/personal time program
- Paid holidays
- Health & dental insurance
- Life insurance
- Long term disability insurance
- Tuition reimbursement program
- Work week that allows Friday afternoons off when working in-office