

PARAGON RELOCATION RESOURCES
MANAGER GLOBAL BUSINESS DEVELOPMENT

DATE 2009	POSITION TITLE Manager, Global Business Development	POSITION LOCATION Dallas, TX
REPORTS TO (Title) VP, Sales	DESCRIPTION APPROVED BY 1. President 2. SVP, Sales	BONUS PLAN Commission Plan

SUMMARY OF POSITION DESCRIPTION

Brief description of the purpose of the position, including what the position is expected to accomplish. (One or two sentences)

The Manager, Global Business Development is responsible for marketing, sales, and closing business related to the Company's global consulting & relocation services. Major emphasis should be placed on selling primarily to corporate prospects of Fortune 1000 Forbes 500 corporations with lesser emphasis placed on firms that relocate less than 50 employees per year.

SKILLS / KNOWLEDGE REQUIREMENTS

TYPE AND DEPTH OF KNOWLEDGE / SKILLS REQUIRED

- Ability to promote and market self as a knowledgeable and experienced relocation professional to effectively sell the Company's Relocation and Expatriate Assignment Management services to prospects, clients and partners.
- Industry knowledge - at least 3 years of sales or account management experience, preferably in an industry related field.
- Ability to quickly establish credibility both internally and externally as a professional whose experience and knowledge can be depended upon to produce sound advice and well documented decisions.
- Strong human relations and interpersonal skills to develop/maintain working relationships with persons outside of your direct control including clients, prospects, suppliers, partners and associates.
- Superior ability to communicate - orally, in writing, and in person as assisting with request for proposals, preparing marketing/sales correspondence and implementing formal stand-up presentations is a daily occurrence.
- Must be self-motivated and highly organized.
- Able to work independently and make decisions with limited direct supervision.
- Strong planning and time management skills.
- Creativity and flexibility to solve client/prospect problems and to facilitate achieving a sale.
- Extensive knowledge of relocation policy pieces including tax issues.
- Ability to manage job functions while maintaining client and other Paragon relationships.
- College degree required.
- E-R-C CRP designation preferred or to be earned within 2 years of job start date.
- Must become proficient on Windows, MS Office or other programs required to effectively produce the required results of the position.

PRIMARY POSITION ACCOUNTABILITIES

PLANNING: (Significant activities responsible for - items critical to successful performance)

- **Build a Business Pipeline** through networking, cold calling, telemarketing, speaking engagements, convention/seminar participation and other sales techniques to sign new business and position yourself to build an on-going source of revenue.
- **Client Service and Retention:** Facilitate regular communication with account managers on your client base to insure that services are being provided as sold; to identify wider and deeper sales opportunities to sell Company's or business partner services; and to facilitate client retention.
- **Marketing Collateral:** Work closely with the marketing department to provide input regarding production of marketing pieces including but not limited to letters, flyers, mass mailings, etc. to broaden clients and prospects knowledge and awareness of Paragon. Also provided assistance with RFP responses, participate in team meetings, update database information, etc.
- **Business Partners:** Build a relationship with Business Partners to understand their services in order to identify how their services might fit with client/prospect needs or requests and to
- **Cost Control:** Maintain strict adherence to cost guidelines established within the sales process to provide competitive pricing solutions to clients that fall within the Company's profit margin guidelines.
- **Internal Relations:** Establish effective working relationships with Company personnel at all levels to create visibility and credibility within the Company.

MAINTAINING STATE-OF-THE-ART

- Pro-active prospect/client management - no surprises. Listen and probe for prospect/client needs.
- Obtain and/or maintain CRP designation.
- Attend conferences or regionally sponsored events, as requested.
- Participate in other industry trade groups/seminars/conventions.
- Attend/participate in company sponsored training sessions and management meetings.
- Continually review industry periodicals and articles.
- Travel 50-70%