

Business Development Representative

We need **YOU!**

You would be perfect for this job if you enjoy working with people, have a friendly disposition, and find it rewarding to learn what people want and need most. We serve a global client-base so the right blend of patience and understanding will help you go far. Problem-solving, quick thinking, attention to detail, and organization are the foundations of our Company; and what keeps our customers coming back.

You will be among our top candidates if you excel at:

- Having upbeat and genuine phone conversations
- Assessing information and being able to determine what people want and need based on their responses.
- Creating customer relationships and nurturing those relationships accordingly.
- Accomplishing goals with a desire to constantly improve
- Learning processes and troubleshooting issues
- Creative thinking and finding new and better ways to streamline processes
- Multitasking without sacrificing quality

The skills that will give you a competitive advantage in our lead generations position are:

- **Computer Proficiency** – Being able to learn new programs and commands quickly is essential as technology is ever-changing.
- **Professionalism** – Keeping a calm and courteous disposition is necessary to creating both a pleasant work environment and an excellent experience for both our current and potential customers.
- **Typing** – In this fast-paced environment you'll need both hands working together efficiently.
- **Adaptability** – When we find a way to make your job easier, we want you onboard to learn the new processes.
- **Flexibility** – When projects pop up, being able to prioritize is a must.

With a team-oriented atmosphere, career advancement, and financial growth opportunities; Highway and Heavy Parts offers an ideal work environment for someone who can understand and contribute to our work model. We are a small business that recognizes that our employees are critical to our success. Please send your resumé and cover letter.

Job Type: Full-time

Salary: \$30,000.00 to \$40,000.00 /year

Experience: Customer Service: 1 year

Education: High school

Sales environment(s): Office or call center

Onboarding time: Less than 1 month