

	MANAGEMENT SERVICES BD AND ESTIMATING BD REPRESENTATIVE - JUNIOR Primoris Canada 28509 96 Avenue Acheson, AB T7X 6J7 Applications accepted at: https://www.prim.com/careers	HRM-01-003J3
		Rev 0
		26-Feb-24
		Page 1 of 2

COMPANY PROFILE

Primoris Canada is an infrastructure contractor serving major firms in the oil, gas, power, petrochemical, and heavy oil industries and include services covering tailings and hydro-transport pipeline construction and maintenance, storage tank construction and maintenance, industrial facilities multi-discipline construction and maintenance, piping fabrication, and pipeline integrity services.

SUMMARY

The Junior Business Development Representative will be involved in identifying new opportunities through thorough market research and networking. Conducting proactive outreach via cold calls and emails, and scheduling meetings, with key accounts are applicable responsibilities.

JOB DUTIES

- Assist in identifying new business opportunities and potential clients through market research and networking.
- Conduct cold calls and emails to initiate contact with potential clients and schedule meetings for senior business development team members.
- Assist in preparing and delivering presentations to potential clients, showcasing our products or services.
- Collaborate with the marketing team to develop marketing materials and strategies to attract new clients and promote our brand.
- Maintain accurate records of all sales and prospecting activities in our CRM system.
- Attend industry events, conferences, and networking meetings to represent our company and expand our professional network.
- Keep abreast of industry trends, competitor activities, and market developments to identify potential opportunities and threats.
- Work closely with other departments, such as sales, marketing, and product development, to ensure alignment and support in achieving business objectives.
- Provide administrative support to the business development team as needed, including scheduling meetings, preparing reports, and managing correspondence.
- Other duties as requested by management

QUALIFICATIONS/SKILLS

- Certified Sales Professional (CSP) or Business Administration Diploma are considered an asset, but not required.
- Proven ability to communicate effectively and build relationships with clients and colleagues.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in Microsoft Office suite.
- Willingness to learn and adapt to new challenges and responsibilities.
- Self-motivated and demonstrates the ability to initiate new client engagement.

We thank all applicants for their interest, however only those candidates chosen for further review will be contacted. All applications will be kept confidential and will be retained for future consideration.

 Primoris Canada	MANAGEMENT SERVICES BD AND ESTIMATING	HRM-01-003J3
	BD REPRESENTATIVE - JUNIOR	Rev 0
	Primoris Canada 28509 96 Avenue Acheson, AB T7X 6J7	26-Feb-24
	Applications accepted at: https://www.prim.com/careers	Page 2 of 2

- Proactive and confident.
- Strong verbal and written communication skills.
- Strong attention to detail and accuracy.
- Previous experience in sales, business development, or customer service is a plus.

We thank all applicants for their interest, however only those candidates chosen for further review will be contacted. All applications will be kept confidential and will be retained for future consideration.