



Job Description

Job Title: Manager of Business Development

Location: 2068 Piper Lane / 290 Sovereign Road

Reports to: Vice President

Position Overview:

The Manager of Business Development reports to the Vice President and is responsible for business development initiative and maintaining customer relationships with key accounts. This position is also responsible for the management, support, direction and leadership of the Customer Service and Business Development departments.

Responsibilities and Accountabilities:

- Develops and executes new approaches and opportunities for expanding customer base within the mining, defense, and transportation industries and/or other industries requiring large machined, cast or fabricated components.
- Travels to customer sites for pre and post sales activities involving face-to-face customer contact at all levels of the organization.
- Provides input in the development of marketing materials such as capabilities statements, articles, presentations, brochures, and website content.
- Involved in strategic marketing and operations planning, setting objectives and methods to reach them.
- Monitors the competitive landscape, sector and geographic trends, draws conclusions, and recommendations for new business.
- Cultivates, maintains, and grows relationships with existing customers that will increase ongoing business, ensures excellent client relations and satisfaction.
- Assists in achieving financial targets for the company through new cash generation.
- Assists with determining manufacturing process including specification requirements for new start-up projects.
- Participates and coordinates a RFQ team, reviews customer packages including drawings, and provides input on feasibility, and pricing.
- Works with other departments such as Finance, Engineering and Quality to coordinate account startup, project management and product delivery.
- Identifies and attends trade shows, and participates in other conferences to promote awareness.
- May oversee day to day responsibilities of the Customer Service / Sales department and supervise personnel.

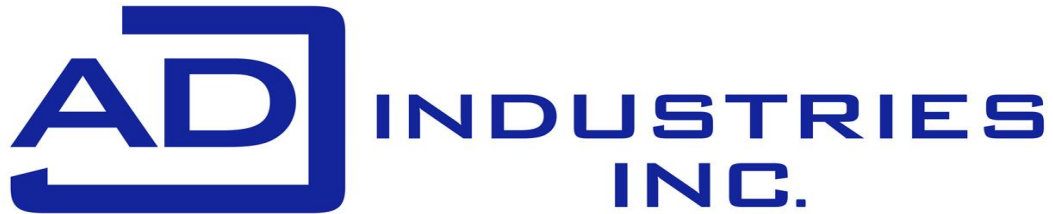


Administration

- Provides weekly progress reports to the President and Vice President
- Responsible for reporting any personal workplace injuries to your direct Manager immediately and completing accident reports for injuries reported by your direct reports as per ADJ's Accident Reporting policy.
- Maintains an acceptable level of performance by following established policies and procedures, and participating in continuous improvement efforts by supporting and implementing new ideas.
- Sets a positive example by maintaining a respectful attitude and working professionally with subordinates, co-workers, management, and internal and external customers
- Is a productive team member and helps to meet established departmental and company goals.
- Wears appropriate personal protective equipment at all times when required.
- Reports to work for regularly scheduled shifts on time and ready to work and is available for situations requiring assistance outside of your regularly scheduled shift.
- Follow all company policies and health and safety procedures.
- Effectively gives and receives feedback and willingly asks questions and seeks direction when needed.
- Assists and/or performs in any and all areas as assigned.
- Willingly accepts responsibility of sharing skills and knowledge with other employees.
- Perform all other duties as may be assigned from time to time.

Qualifications:

- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32.
- This position requires a combination of technical knowledge, manufacturing industry experience and business skills.
- Minimum 7 to 10 years' experience selling or Business Development in manufacturing sector.
- Bachelor degree in Engineering or Business.
- Extensive knowledge and experience with manufacturing including CNC Machining, Welding, and Fabrication processes.
- Ability to build and maintain client relationships in complex corporate environments.
- Articulate, excellent presentation and communication skills as well as strong influencing and negotiation skills to drive results.
- Able and willing to travel



Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Interested applicants should forward their resume to hr@adjindustries.com.

Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance.

We thank all who apply however only those selected for an interview will be contacted

For more information please visit our website at www.adjindustries.com