

JOB TITLE: Associate, Sales and Operations (FLSA Non-Exempt)

REPORTS TO: Managing Director

JOB SUMMARY:

This position exists to support and drive growth for North Star Capital, a fast-growing equipment leasing company that seeks to provide financing options to contractors in the concrete and construction industry. North Star is a sister company to Allen Engineering Corporation, a leading manufacturer in finishing and placing equipment based in northeast Arkansas. The person hired for this position will be customer-facing and must be flexible in efforts to learn the concrete industry. This role will require excellent communication and sales skills while visiting Allen Dealers & Contractors. In addition, organization & creative skills for projects related to marketing, reporting, and more.

This position will be employed full-time by Allen Engineering Corporation for the purpose of employee benefits, but will be dedicated entirely to North Star Capital, and will report to the Managing Director. This role will be work alongside Allen Territory Sales Representatives (TSR's), Inside Sales Team, Marketing, Product Support, and other AEC sister companies; Concrete Paving Equipment (CPE) & Seven States Supply (SSS). It will be essential to North Star Capital's growth to work with the staff at Allen.

NORTH STAR CAPITAL RESPONSIBILITIES:

- This position will primarily be responsible for achieving North Star's growth targets related to leads, customers, leased equipment, and revenue. This role will accomplish this by developing and maintaining relationships with Dealers, Contractors, and the Allen Engineering Sales team. This position will work closely with North Star's current Business Development Specialist.
- Secondly, this position will be responsible for tracking and reporting on projects, operations, sales pipeline, and other key metrics for company leadership and decision-making.
- As part of the sales process, this position will move leads through the sales process (contracting and underwriting) and utilize North Star's systems and processes to track and report on progress.
- Travel as required throughout the United States to visit dealers, attend conferences, and visit customers to support all marketing and business development opportunities.
- Attend regular meetings with the North Star Capital team, as well as the Allen Engineering Sales meetings to stay updated on equipment lead times, open orders, and training opportunities.
- Engage Allen Engineering's Territory Sales Representatives (TSRs) to help promote leasing. TSR ride-along's will put you in front of the Dealers in their respective areas, which will also help promote leasing Allen equipment to more contractors.
- Creative thinking with the AEC Marketing team to generate new material & ideas.
- Shadowing the inside sales team to learn and answer FAQs from Allen customers.
- Communication with Product Support will give you the ability to help North Star's customers with parts, shipping, services, and warranty.
- Engagement with other sister companies such as CPE to help generate leads on paving equipment, and Seven States Supply (SSS) for purchasing and refurbishing used equipment.

BUSINESS DEVELOPMENT SPECIALIST REQUIREMENTS:

- Bachelor's Degree or equivalent experience.
- History of working in the concrete or construction industry preferred
- Demonstrate excellent organizational and effective verbal and written communication skills.
- Demonstrate analytic skills when problem solving.
- Proficient in MS Office Applications and ability to learn job-specific software systems.
- Able to switch priorities in a positive and effective manner when directed.
- Able to effectively communicate technical concepts with team members and basic business concepts with team members and internal customers.
- Valid Driver's License.
- Always represent the organization well; support its mission, goals, and objectives; participate as a 'team player', constantly supporting other managers; set an example of high personal and professional conduct for employees and others.
- The ability to become certified with the American Concrete Institution (ACI).
- Pass a Pre-Employment drug screening.

EMPLOYEE BENEFITS:

- Paid Holidays after 60 days of employment
- Paid Vacation
- Medical Insurance Coverage (through Allen Engineering)
- Dental Insurance Coverage (through Allen Engineering)
- Vision Insurance Coverage (through Allen Engineering)
- Life Insurance Coverage (through Allen Engineering)
- Disability Insurance Coverage (through Allen Engineering)
- 401K Savings Plan (through Allen Engineering) after 6 months of employment