



PC&A Business Environments is a woman owned and designer focused interior solutions provider. We are a preeminent furniture dealer in Virginia and Indiana, and support a list of more than 400 manufacturers. We partner with best-in-class architects, designers, craftsmen, and manufacturers to deliver proven workspace solutions. With creative, sustainable and cost-effective results, we address business challenges and activate brands.

### **Overview/Position Summary**

PC&A Business Environments is currently seeking a **Business Development Manager** in our **Indianapolis, Indiana** office to join our growing team and take over an existing book of business. The function of this position is to manage client expectations, provide quality-based products, and knowledge-based solutions. This position will be responsible for increasing market share and profitability by cultivating client trust through daily account oversight.

### **Responsibilities:**

- Update client on new product offerings and market trends
- Exercise value engineering when interacting with client
- Work with team to provide updated materials and information to client
- Provide prompt and courteous response to client inquiries, needs, requests, etc.
- Avail him/herself to client for face-to-face meetings over general phone and email communication
- Share PC&A's story and promote depth and breadth of resources he/she provides
- Promote the unique capabilities, knowledge, and expertise he/she possesses to client
- Remain cognizant and prepared for any anticipated client needs
- Possess an understanding of the competition for proper product positioning
- Negotiate with vendors additional discounting then forward to management for increased profitability
- Continually practice strategic social relationship building
- Carry out forecasting and strategic account plan

### **Sales process:**

- Be a partner throughout the sales process by facilitating and managing all steps involved
- Coordinate necessary actions as they are carried by the Sales Coordinator or Designer

### **Skills & Qualifications:**

- Bachelor's degree or equivalent
- Minimum 1 year sales experience required
- Minimum 1 year design experience preferred
- Experience working in the furniture industry and/or dealership preferred
- Capable of reading and understanding blueprints, CAD, or construction drawings
- Microsoft Office knowledge (Outlook/Excel/Word)
- Previous use of Project Spec a plus
- Strong communication skills, both written and oral
- Highly motivated, persistent, and skilled negotiator
- Comfortable working independently
- Handles deadlines and pressure with ease
- Works well in a small team and remote environment