



## ASSOCIATE BUSINESS DEVELOPMENT MANAGER (Outside Sales) JOB DESCRIPTION

### BACKGROUND

ARCCA's Associate Business Development Manager acts as a liaison between our clients and employees to promote and support ARCCA's forensic engineering & expert witness consulting in the areas of personal injury, accident reconstruction, mechanical failure, and property claims. ARCCA experts are both regional and national with a large variety of highly specialized experts. We are seeking an Associate Business Development Manager to work with the Business Development Managers in the West Coast region in an outside sales role.

### ROLES & RESPONSIBILITIES

- Establishes, develops, and maintains business relationships with current and prospective clients (law firms, insurance carriers, and TPAs) to generate new business for the organization's services;
- Attends and participates in industry events such as trade shows, conferences, and meetings;
- Responsible for maintaining client relationships ranging from cold calls and visits to presentations with existing and prospective customers;
- Expedites the resolution of customer issues or complaints;
- Manages the life cycle of a case from identifying prospects to client meetings to case intake to ongoing project/case management.

### REQUIREMENTS

- Bachelor's degree in Marketing, Business, Engineering, or related field;
- 2+ years' sales experience with cold calling selling experience;
- Experience and/or background in the litigation / insurance claims industry, preferred;
- Travel required 25%-75% of the time covering the Seattle area / West Coast;
- Excellent verbal and written communication, interpersonal, and presentation skills;
- Demonstrated aptitude for problem-solving with ability to determine solutions for clients via a consultative sales approach.

### HOW TO APPLY

Please submit your resume and cover letter to Christie Voelker, Human Resources Director, at [jobs@arcca.com](mailto:jobs@arcca.com).

ARCCA is proud to be an Equal Opportunity Employer