



Business Development Coordinator

Protect-All Flooring, manufacturer of recycled vinyl commercial flooring products, is hiring for a Business Development Coordinator at their facility in Oscoda, Michigan. This is a full-time, year-round position with excellent benefits and growth potential.

Position Responsibilities:

The Business Development Coordinator will:

- Conduct research to generate potential leads
- Perform sales prospecting
- Develop and follow-up on sales leads and forward to Regional Manager for further qualification
- Follow-up on tradeshow leads
- Make cold calls to generate or qualify new business opportunities
- Provide customer service and handle order entry
- Invoice and verify orders
- All other duties as assigned

Position Requirements:

- Must have two years of verified sales / customer service / office experience or an Associate's degree in a related field
- Follow sales plan to include weekly and monthly goals
- Previous cold calling experience a plus
- Professional phone etiquette
- Excellent written/verbal communication skills
- Accurate and detail oriented with good math skills
- Keyboarding skills to include proficiency in Word, Excel, etc.
- Work independently on projects
- Perform in a team-oriented atmosphere
- Work in a fast-paced, deadline-oriented environment

Compensation & Benefits:

- Medical, dental and vision insurance
- Prescription drug program
- Life and AD&D insurance
- Short and long term disability
- 401(k) retirement plan with company contribution
- Paid vacation
- 8 ½ paid holidays
- Profit sharing
- Flexible Spending Accounts / Health Savings Account

Interested candidates can send their resume utilizing the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=18d17abc-a554-409c-b238-9d4f711371ed&ccId=19000101_000001&jobId=401395&source=CC2&lang=en_US

Please visit our careers page at www.duro-last.com/employment for more information on this position and other opportunities.

Oscoda Plastics is an Equal Opportunity Employer - Minority/Women/Disabled/Veterans