



**Job Title:** Business Development Associate

**Position Summary:** Individual will identify and capture new business opportunities for development of our concrete housing modules in the US along with a development plan for expanding our existing housing module efforts. This position is based out of our corporate office in Lederach, Pennsylvania but requires 40% travel.

**Principal Responsibilities:**

- Identify target projects within the market by proactively communicating and networking with owners, architects, engineers, construction contractors, and vendors
- Develop project proposals, scopes of work, and schedule information for project leads
- Interface with estimating department as liaison between company and design/construction professionals
- Establish and maintain relationships with key influencers, current and potential customers, and potential partners
- Deliver committed action items and provide exceptional customer service at all times
- Serve as company ambassador and make client presentations to owners, architects, contractors, and engineers

**Experience: Knowledge, Skills, and Abilities**

- Outstanding interpersonal skills and customer relationship skills required.
- Self-starter
- Organized
- Proficient in Word, Excel, Adobe Acrobat, and PowerPoint
- Experience in commercial construction preferred
- Knowledge and experience with precast concrete a plus
- Position requires travel

Contact our Human Resources Director for further information & to submit your resume: Brian Birnbrauer, [bbirnbrauer@rotondoweirich.com](mailto:bbirnbrauer@rotondoweirich.com)