

**Department: Sales and Marketing**

**Reports to: President & CEO**

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**Summary:** Execute sales strategy, initiate contact with existing and potential clients, identify prospect needs and build relationships with clients to grow our municipal business and increase client loyalty. This position will be focused on sales opportunities within our Municipal Division (75% of time) and Industrial Division (25% of time).

**Role Priorities:**

1. Increasing sales and services to existing clients
2. Prospecting for new clients
3. Client Satisfaction

**Primary Responsibilities:**

- Manage existing assigned accounts
- Profile and qualify prospects
- Actively seek new leads to continually grow sales and meet prospecting call goals
- Build relationships with key decision makers, prospects and clients
- Network and participate at professional events and tradeshow
- Prepare proposals and pricing quotes (RFP) for clients and prospects

**Essential Skills & Experience:**

- Previous sales experience in servicing the municipal/government accounts market.
- Professional Services or Engineering firm selling experience preferred.
- Excellent written and verbal communication skills
- Effective listener
- Demonstrated negotiation and closing techniques
- Relationship building skills
- Management: ability to handle multiple tasks and organizational skills
- Computer proficiency (MS Word, Excel, Outlook)

To apply, send resume by fax, mail, or e-mail to address listed above, attention: John Hudak, e-mail: [info@hydrodesignsinc.com](mailto:info@hydrodesignsinc.com) EOE