

URBANETECTONICS, LLC



Business Relationship Manager

Last Revision: 06122018

Job Description

The Company shall engage a Business Relationship Manager to sell and promote, as its authorized exclusive management consulting agent, its management consulting services and/or products. The Business Relationship Manager manages sales cycle, service entry, provides client care, fee transactions, and performs other minor administrative duties associated with completing their work.

The Business Relationship Manager performs a variety of administrative functions, such as, recording sales orders, scheduling appointments, providing recommendations to clients, performing assessments, taking dictation, and submitting confidential and time sensitive material. Individual must be well versed in the product or service and be able to identify and influence the client using courteous methods of engagement.

The Business Relationship Manager, except as trained by the Company, shall determine the method, details, and means of performing the job description described herein; however, Business Relationship Manager agrees to devote a minimum of 20 hours per week to said services. The Business Relationship Manager shall maintain contact with the Company via telephone, e-mail, or other agreed-upon means of communication with reasonable frequency to discuss sales activity within the outlined territory.

See the "Business Relationship Manager" contract for more details.

Qualifications

Education: This position requires a minimum of a high school diploma and 5 years of experience in the sales, retail, business field or in a related area.

Technology: The position requires the use of web-based applications and technology. Ideal candidate would have above average skills in using hardware, software, and other types of online communication methods.

Physical Requirements: 25 lbs. lifting, 25 lbs. pushing/pulling, bending, stooping and squatting.

Pay Schedule

This is an entry level, commission-based position starting at 20%. There is not a base salary at entry level.

See the "Business Relationship Manager" commission schedule for more details.

725 FM 1103 PMB 133, Cibolo, Texas 78108

PH: (210) 549-9115

Web: www.urbanetek2.com

Email: information@urbanetek2.com

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Organizational Structure

Typically reports to the owner, manager, or signing agent.

I clearly understand my duties and responsibilities, as indicated above, and I understand the standards by which the success of our company is measured.

Print Name: _____ Date _____

Signed Name: _____