



Business Development Specialist – EDMONTON, AB

The Alberta Motor Transport Association (AMTA) is a not-for-profit organization representing all sectors of the highway transportation industry. We take a leadership role in enhancing workplace safety and fostering a healthy, vibrant industry. We are a proactive, dynamic association that is responsive to the needs of our members.

With a focus on customer service and an in-depth knowledge of the transportation industry, the Business Development Specialist works with each department to improve strategic planning, sales, business opportunities, and member relationships.

Primary Role Responsibilities

- Promote the AMTA and its products and services to members, industry and the public.
- Assist in the development of sales and marketing strategies with the goal of increasing AMTA membership and engagement.
- Communicate information and create awareness of the various AMTA programs to Alberta employers.
- Utilize available resources to maximize value to the association's members.
- Work closely with industry stakeholders to identify present and future business opportunities for the AMTA.
- Research key influencers within industry and seek out relationships that promote growth for the AMTA.
- Work closely with IRT Director on AMTA conference planning & success of events.
- Plan and execute regional meetings within his/her territory.
- Participate in relevant meetings, conferences and workshops, as required.
- Participate in membership related committees as required.
- Weekly reporting of activities and opportunities to all department directors.
- Collecting industry information for entry within the associations CRM software.
- Networking with industry safety and leadership professionals.
- Reporting on sales activities within each region and for each revenue stream.

Qualifications and Requirements

- Post-secondary education in Business Administration or equivalent.
- Minimum of four years' experience in an account management role with progressive experience in development and execution of sales strategies.
- Proficient in the use of computers, the internet, and Microsoft Office applications such as Outlook, Word, and PowerPoint.
- Proficient in the use of customer relationship management software.
- Proficient in the use of mobile technologies for productivity.
- Demonstrates the ability to achieve high performance goals and meet deadlines in a fast-paced environment.

We offer competitive compensation and a comprehensive benefits package.

If you are interested in joining our organization and becoming part of a strong, dynamic team, please forward your resume at careers@amta.ca by Tuesday, January 1 2019.

We wish to thank all candidates for their interest, only those applicants selected for an interview will be contacted.

