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JOB DESCRIPTION

## Business Development Representative

Full-Time | In-Office | Longview, TX

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**Position Title:** Business Development Representative

**Department:** Business Development

**Reports To:** Principal Owner

**FLSA Classification:** Non-Exempt (Hourly)

**Employment Type:** Full-Time

**Location:** Longview, TX | In-Office

### POSITION SUMMARY

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The Business Development Representative is a full-time, in-office role focused on growing Bold Commercial Construction LLC's project pipeline through proactive outreach, client prospecting, and bid opportunity development across multiple markets nationwide. This individual will conduct outbound calls, pitch Bold's services to prospective clients, secure placement on project bid lists, and support the estimating team with follow-up on active bids. The ideal candidate is driven, personable, persistent, and comfortable making high-volume outbound calls and representing Bold in competitive commercial construction markets across the country.

### KEY RESPONSIBILITIES

#### Business Development & Prospecting

- Conduct outbound cold calls to prospective clients across assigned markets including developers, property owners, facility managers, and general contractors
- Deliver a confident, professional pitch of Bold's services, capabilities, and value proposition to prospective clients
- Research and identify project owners, developers, and construction managers actively soliciting bids in target markets
- Submit requests to be added to bid lists for applicable commercial construction projects across target trade categories and geographies
- Maintain a prospect pipeline and activity log, tracking all outreach efforts, follow-up dates, and opportunity status
- Coordinate introductory meetings or calls between interested prospects and the Principal Owner as opportunities develop
- Monitor project registration platforms, owner bid portals, and public procurement sources for new bid opportunities
- Identify and pursue new markets and regions where Bold can expand its commercial construction presence



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### Estimating & Bid Support

- Place and receive phone calls to subcontractors, suppliers, and vendors in support of active bid solicitations
- Track bid invitations, follow up on outstanding bid responses, and maintain bid log accuracy
- Coordinate with the estimating team to ensure subcontractor and supplier deadlines are met
- Document and communicate bid receipt confirmations and scope clarifications as directed
- Assist in organizing and filing bid documents, quote sheets, and related project correspondence

### General Office Duties

- Answer and direct incoming calls professionally and in a timely manner
- Maintain organized files and documentation related to prospects, bids, and client communications
- Support the Principal Owner and project team with administrative tasks as needed
- Uphold confidentiality standards related to bid activity, client information, and project details

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### REQUIRED QUALIFICATIONS

- High school diploma or equivalent required; associate or bachelor's degree in business, sales, marketing, or a related field preferred
- Demonstrated comfort with outbound phone sales or cold calling; ability to deliver a clear and compelling pitch without hesitation
- Minimum of 1 to 2 years of experience in a sales, business development, or client-facing role; construction industry experience a plus but not required
- Strong verbal communication skills with a professional, confident, and persuasive phone presence
- Self-motivated with the ability to work independently and maintain consistent high-volume outreach activity
- Proficiency in Microsoft Office Suite, particularly Outlook and Excel
- Ability to manage a prospect pipeline and keep accurate, up-to-date activity records
- Willingness to learn the commercial construction industry and the markets Bold serves

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### CORE COMPETENCIES

- **Drive & Persistence:** Pursues outreach goals consistently and does not shy away from rejection or cold conversations
- **Communication:** Articulate and professional in all verbal and written interactions with prospects, clients, and team members
- **Persuasion:** Able to convey Bold's value clearly and move conversations forward toward a bid opportunity
- **Organization:** Maintains an orderly pipeline and follow-up system with no leads falling through the cracks
- **Initiative:** Identifies new markets and opportunities and acts without waiting to be directed
- **Reliability:** Dependable attendance and consistent daily outreach activity
- **Adaptability:** Adjusts approach based on market feedback, regional differences, and evolving priorities
- **Professionalism:** Represents Bold Commercial Construction with integrity and a polished, positive image in every interaction

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### PERFORMANCE METRICS / KPIS



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- **Outbound Call Volume:** Minimum number of prospecting calls completed per week as established by the Principal Owner
  - **Bid List Placements:** Number of new bid lists secured per month tracked and reviewed with Principal Owner
  - **Markets Penetrated:** Number of new geographic markets or regions with active prospects added per quarter
  - **Pipeline Activity:** Prospect log maintained and updated weekly with current status on all active leads
  - **Bid Follow-Up Completion:** All assigned bid follow-up calls completed within 24 hours of assignment
  - **Bid Log Accuracy:** Bid log maintained with no missing or outdated entries as audited weekly
  - **Opportunity Conversion:** Number of prospects successfully moved to an active bid invitation per month

*Bold Commercial Construction LLC is an equal opportunity employer. This job description outlines the general nature and level of work performed and is not an exhaustive list of all responsibilities, duties, or requirements associated with the position.*