



Better
Business
Bureau®

BUSINESS RELATIONS REPRESENTATIVE

DEPARTMENT
Business Relations

SUPERVISOR
Business Relations Director

SUMMARY OF POSITION

This position is responsible for successfully performing the sales function for BBB. This includes overall responsibility for identifying potential businesses that may qualify for BBB Accreditation and communicating the benefits and fees associated with BBB Accreditation. It requires familiarity with and commitment to abide by the BBB Code of Conduct and Ethics and sticking to the script that is provided.

DUTIES/RESPONSIBILITIES

1. Market BBB Accreditation to business and professional firms located within BBB's geographic area of responsibility.
2. Stay true to the script that is approved and provided by this BBB.
3. Complete business questionnaires and application forms and obtain required fees.
4. Contact applicants who have not provided sufficient background information for application approval.
5. Attend and participate in sales meetings and other applicable business meetings pertaining to BBB.
6. Participate in trade shows and other networking opportunities upon request.

QUALIFICATIONS

Minimum Job Requirements: Sales experience - Oral and written communication skills - Telephone communication sales skills; Time management; self-motivation; attention to detail.