

Job Title: Manager – Business Development
Company: TLR – Total Logistics Resource, Portland, OR
Location: Fully Remote
Employment Type: Full-time, Exempt
Reports To: President – TLR

Application Deadline: Tuesday, September 2, 2025

To be considered, interested applicants must reside in the following states:
*California, Idaho, Illinois, Kentucky, Minnesota, Missouri,
New Jersey, Oregon, South Carolina, Tennessee, Texas, or Washington State*

Job Summary:

The **Manager – Business Development** is responsible for leading the business development team in developing and executing sales strategies to acquire new clients and grow existing business. As a champion for customers, you will work to provide them with the most efficient and cost-effective solutions. This role will also work with our operations teams to ensure that TLR's customers receive the highest quality of service and institute sustainable retention practices. This is an exempt position reporting to the President – TLR.

The role is responsible for, but not limited to, the following:

- Meeting and exceeding budgets within agreed timescales, while improving or maintaining current margins; to be achieved by monitoring, measuring, and reporting all issues, opportunities and development plans and achievements and providing monthly progress reports to the Manager of Logistics.
- Managing all travel needs for our Business Development team.
- Establishing sales goals and developing strategies to attain sales goals.
- Planning, directing, and controlling all BD activities on a day-to-day basis by liaising with key stakeholders.
- Managing and developing direct reporting staff, in conjunction with performance appraisals, focus on training requirements and general development to meet business needs
- Planning and managing departmental activities ensuring staffing levels are adequate for business fluctuations.
- Providing effective communication with all direct reporting staff to ensure policies and procedures are always implemented and adhered to.
- Ensuring that internal and external customer's operational requirements are proactively identified and serviced. Understand customers' profile, needs, expectations, and actively resolve any concerns/issues they have.
- Ensuring month-end routines including KPI's, GP reporting, etc. is consistent with company standards and is produced in a timely manner.
- Actioning other ad hoc duties as required.
- Project-based duties, including but not limited to participating in the SME {Subject Matter Expert} group, will be assigned on an ad hoc basis.

Desired Skills and Experience:

- A bachelor's degree in business administration, finance, supply chain management or related field preferred; a combination of education and work experience may be considered in lieu of a degree.
- Minimum of 3+ years' experience in a leadership role {Supervisor level or higher}

- Minimum of 5+ years' experience with freight forwarding and/or customs brokerage in a sales environment.
- Proven experience with sales cycles and sales ERP systems.
- Strategic mindset with the ability to develop and implement sales strategies to achieve business objectives.
- In-depth knowledge of market trends, regulations, and compliance.
- Excellent organizational and leadership skills.
- Experience with financial reporting, such as audit, automation of reporting, budgeting/forecasting, tool creation, financial analysis, KPI reporting, financial modeling, variance analysis a plus.
- Account management experience
- Knowledge of how to manage projects effectively.
- Must have excellent work habits; be detail oriented with strong organizational and analytical skills
- Strong verbal/communication and math skills are required.
- Ability to remain calm and prioritize in high stress situations.
- Advanced knowledge of Microsoft Office with an emphasis on Excel.
- CargoWise experience a plus.

Key Competencies:

- Business acumen
- Collaboration
- Communication
- Data management and analytical skills
- Leadership
- Marketing
- Negotiation and persuasion
- Project management
- Results focused
- Sales

For the full job description and to apply, go to: [Open Positions – TLR](#)

Interested candidates can also submit their resume outlining their qualifications and experience to: hr@shiptlr.com with subject line "Manager – Business Development: [Your Name]."