



Serving clients throughout the Mid-Atlantic region and beyond, Warfel Construction Company is widely regarded among the industry for its efforts in sustainable building practices, ethical standards, and providing innovative construction solutions. Warfel's mission is to develop Clients for Life by striving to understand the goals of our clients intimately, promoting collaborative teamwork, and delivering projects in an efficient manner. Offering a full-spectrum of construction solutions, Warfel services include preconstruction planning, general construction, construction management, design-build, facility maintenance and real estate development.

Warfel Construction Company is currently looking for an Account Executive based in Paoli, PA. This position will report directly to our Director of Business Development. The Account Executive is responsible for identifying and developing strategies to secure new Clients for Life (CFL) using Warfel's strategic plan as guidance. In addition, the person in this role will use these strategies to develop, pursue, and secure construction opportunities from identified CFLs.

Major duties will include, but are not limited to, the following:

- Identify and develop capture strategies to secure new CFLs in assigned markets and geography
- Assist in sales/capture process and solution development including support of proposal submission and presentations as directed
- Identify and qualify prospects to make sure they meet the CFL requirements.
- Identify and qualify opportunities to make sure they are from CFLs and that they adhere to the business development goals and corporate strategy
- Secure construction opportunities for Warfel Construction Company with new CFLs.
- Join and participate in trade associations and industry events as determined by Vice President of Real Estate Development. Overnight travel on a limited basis will be required.
- Increase company visibility in assigned markets and geography through building and managing an expanding network of clients, strategic partners, and influencers
- Provide insight on state of industry through network and relationships
- Utilize and leverage CRM (Cosential) to prepare data for meetings with management
- Transition of client responsibility to appropriate management team member or department
- Develop and deliver client prospect communications and events with assistance from Marketing department
- Develop annual personal goals in accordance with Warfel's overall business development goals.
- Other duties as assigned.

Skills & Qualifications:

- Five (5) years of Business Development experience in the AEC (Architect, Engineering, Construction) industry preferred.
- Highly self-motivated and well-organized
- Exhibits high level of accountability



- Superior written and verbal communication skills
- Exhibits high level of emotional intelligence
- Proactive and independent
- Effective listener with ability to gather strategic information
- Excellent at relationship building and networking
- Embraces team concept with ability to collaborate and work with others internally and externally with a client service focus

Physical Requirements:

- Must be able to remain in a stationary position for long periods of time throughout the day. Job does require travel using a car to hold various business meetings in-person.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to occasionally move about the office to access filing cabinets, office machinery, etc.

Competitive pay and benefits offered. Warfel Construction is an equal opportunity employer.