

JOB POSTING

Job Opening Date: March 6, 2019

Job Closing Date: When position is filled

Job Title: Business Development Analyst

Department: Commercial

Job Location: Long Beach, Calif.

Contact: Human Resources Dept.

Qualifications & Skills Required

- Performs detailed financial analysis, while also addressing issues on all areas related to commercial department, to include but not limited to: invoices, expenses, accounts receivable, bid development, cost analysis, market analysis, and industry trends.
- Produces financial reports and analysis as dictated by the Chief Commercial Officer.
- Creates financial charts, graphs and spreadsheets related to all businesses under the Nautilus International Holding Corporation (NIHC) lines of business.
- Assists in the creation of the annual operating budget for all areas under the Chief Commercial Officer, while also assisting in the preparation of quarterly forecasts.
- Prepares statistics for the business and related operational areas.
- Provides assistance to the Chief Commercial Officer in the preparation of quarterly reports for the Board of Directors.
- Prepares reports and presentations as needed on NIHC lines of business.
- Acts as lead liaison to ensure departmental documentation is submitted on a timely basis.
- Leads and/or assists Commercial Staff related to (licenses, permitting, Requests for Proposals (RFPs)/Requests for Information (RFIs), profit & loss statements, etc.).
- Prepares graphs, charts, and articles related to operational performance for dissemination to business units.
- Maintain business development CRM system in regards to customers, commodities, rates, and locations for all Commercial Operations.
- As requested by the CCO, he or she will be responsible for:
 - Obtaining information on manning and equipment usage.
 - Performing analysis of rates.
 - Reviewing operational activities.
 - Communicating rate changes to necessary parties.
 - Sending new or adjusted rates to customers.
 - Preparing final letters and power point presentations to customers.

Education and/or Work Experience

- Bachelor's Degree in related field.
- Strong analytical, critical thinking and organizational skills.
- Advanced knowledge of Excel, Power Point, and all applications for MS Office suites.
- Strong written and oral communication skills, ability to set goals and follow through.
- Excellent time management skills.
- Ability to manage projects with minimum guidance and finalize proposals in accordance with strict timelines.
- Ability to manage and organize extensive documentation and records.
- Strong customer service skills and ability to present concepts and ideas in front of clients and the organization's senior leadership.
- Five or more years of experience in business analysis, statistics, business development, strategic analysis and /or business management functions.

Please email resumes to hrdept@metroports.com