

JOB DESCRIPTION

Researcher, Business Development

Are you looking for a part-time position that offers considerable flexibility, the opportunity to be part of a team and compensated for the quality and quantity of your work?

Working within specified industries the Researcher, Business Development will materially contribute to building our company's marketing database.

Requirements:

- Must have some proficiency with MS Excel
- Knows how to create and update information within a spreadsheet: insert lines & columns, sort and copy information
- Must be a quick learner:
 - How to do searches within Salesgenie and Hoovers
 - How to research companies and individuals within LinkedIn
 - How to do Google searches

Requirements include communication skills, quick learner, able to work effectively as a flexible team player within a small office, work with different personalities, type 45+ wpm, 10-key data entry skills, basic computer skills, reliable, and 6+ months recent data entry, general office administration experience.

Note: If the individual has the desire to advance beyond the Researcher, Business Development; the next step would be to Business Development Representative. Above average verbal communication skills and comfort working with people on the phone is an absolute requirement for advancement.

For more information please send a copy of your resume to info@largent-assoc.com .