

JOB DESCRIPTION

Business Development Associate

Are you an experienced Business Development Associate? Do you have experience in telephone sales? Are you looking for a career opportunity that offers visibility, to be an impact contributor? Do you require a compensation program that rewards your contributions?

Primary duties and responsibilities include:

- Working in conjunction with a Researcher, Business Development and Marketing Manager, the Business Development Associate will contribute to growing the company's staffing and human resources business
- Follow up marketing materials to determine need and generate interest in our services
- Schedule appointments as appropriate between potential customers and management
- Prepare written pricing agreements to customer base as appropriate
- Follow up contracts in a timely manner
- To promote premier customer service the Business Development Associate will be required to process all customer requests and inquiries in a timely, accurate, expeditious and professional manner

Qualifications & Requirements

- Stable work history – no job hoppers
- Computer skills with word processing and spreadsheet
- Must have 2+ years of demonstrated success in an inside sales/telephone sales (outbound calling environment) in a business to business environment **REQUIRED!**
- Strong closing skills

Notes:

The Business Development Associate who wishes to advance has 2 possible career options:

- Assistant Marketing Manager then Marketing Manager, or
- Researcher / Recruiting Coordinator

If the person wishes to move to Assistant Marketing Manager:

- Must have demonstrated a good working relationship with the Researcher, Business Development including training and updating the marketing database
- Must demonstrate the potential to train and mentor other Business Development Representatives
- Must have demonstrated the ability to close some business on the phone
- Must have demonstrated a genuine commitment to excellent customer service and the philosophy of our firm

- If the person wishes to move to the Researcher / Recruiting Coordinator position:

The Researcher / Recruiting Coordinator is a candidate-facing role and combines many of the responsibilities and requires all of the abilities of an excellent Researcher, Business Development and Business Development Associate.

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