

Position: Business Development Associate

Description

The Business Development Associate is responsible for setting appointments for Vice Presidents. The Associate will make between 60 to 100 calls per day to qualify the prospects and set appointments for a presentation with decision makers, usually the Chief Financial Officer, Director of Tax or Controller. The Associate must be able to communicate effectively on the phone and through written emails and have a strong working knowledge of sales development techniques and processes. The Associate will be provided with sales leads from sales tracking software. The process of setting appointments will also entail verifying the information in the database and updating any new information acquired, including the decision maker's name, phone number, email, company address, vertical market, competitor, parent company if applicable and other pertinent information. The Associate must be able to communicate effectively on the phone and through written emails.

Experience and Skills

- Minimum of 3 years inside sales experience
- Excellent organizational skills
- Experience in business-to-business telemarketing
- Strong work ethic and consistent sales activity
- Ability to focus on setting appointments, solely
- Ability to work through company phone systems and gate keepers
- Excellent communication skills
- Writing skills for email
- Experience working in sales tracking software a plus
- Basic skills in Microsoft Outlook, Word, Excel and Internet navigation and research
- High School Diploma or GED required

Compensation

- Base salary commensurate with experience
- \$110 or \$300 commission on each appointment set and held, paid bi-monthly
- Incentive bonuses payable twice a year, based on terms set by the Company
- Winter closing for approximately two weeks the end of December and beginning of January each year during the Christmas and New Year's holidays
- PTO time awarded based on years of employment (prorated 1st year based on start date)
- Medical, Dental, Vision, Life and Disability Insurance; Employer contributes up to \$595 for medical and dental premiums
- Other bonus opportunities and benefits may apply

Office Hours: Monday – Friday, 3 work schedules to choose from (Start time 8am, 8:30am, or 9am, End time 5pm, 5:30pm, or 6pm)

Please submit your resume when you apply.