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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position name** | **Business Development Representative** | **Company** | Quality Interactions |
| **Job purpose** | The Business Development Representative is pivotal in supporting the sales process. This role involves identifying and generating potential clients, developing relationships, and maintaining business growth through strategic research and engagement efforts. | | |

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| **REQUIRED QUALIFICATIONS** | |
| **Education** | |
| College Diploma required, preferably Administrative, Sales, or Marketing-related studies | |
| **Training or Expertise** | |
| * High proficiency in English. * Advanced Microsoft Office skills. * Creativity and a passion for sales. | |
| **Experience** | * Minimum of 2 years in Sales and Marketing. * Experience working remotely for US-based companies is preferred. * Experience with Hubspot and/or Zoom Info is helpful but not required. |

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| **JOB FUNCTIONS** |
| * Generate new business via prospecting, cold calling, scheduling meetings with prospects, and relationship building. * Conduct quick and thorough research on companies to identify potential opportunities and strategize approaches to generate interest. * Responsible for data entry, supervising and monitoring SEO, and managing social media activities. * Maintain accurate and consistent notes using the company's CRM system. * Execute marketing email campaigns. * Prepare proposal bids and presentations. * Identify opportunities where Quality Interactions can add value and drive efficiencies for customers. * Respond to and follow up on leads, chats, calls, and emails. * Collaborate closely with Sales & Marketing teams to ensure a steady flow of the sales pipeline. * Fulfill other office responsibilities as assigned. |

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| **REQUIRED SKILLS** |
| * Exceptional communication skills, both written and spoken, with the ability to effectively listen and communicate in English. * Experience in sales and customer service. * Committed, responsible, and possesses impeccable time management skills. * Highly organized, efficient, solution-oriented, and proactive in problem-solving. * Creative with a strong passion for sales. * Capable of working independently on requests and collaboratively within a team. * Professional attitude with a positive outlook. * Ability to handle confidential information discreetly. * Results-driven individuals excited about contributing to the company's growth and success. * Dedicated work ethic with a commitment to client service excellence. * Must have reliable, high-speed internet. * Experience with HubSpot and/or Zoom Info is helpful but not required. |

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| **WAGE COMPENSATION** |
| Compensation: $1,200 USD monthly.  Full-time : Monday- Friday 9:00 AM -6:00 PM Eastern time  Internet and computer must be covered by the employee |