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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position name**  | **Business Development Representative**  | **Company** | Galt Toys/Jumbo Group |
| **Job purpose**  | The Business Development Representative is pivotal in supporting the sales process for independent toy stores in the US. This role involves identifying and generating potential customers, 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 |
| **Expertise** |
| * **Exceptional Proficiency in English**: Both written and verbal, essential for clear communication with clients and team members.
* **Advanced Skills in Microsoft Office Suite**: Proficiency in Word, Excel, PowerPoint, and Outlook for efficient document creation, data analysis, presentations, and email management.
* **Strong Creativity and Passion for Sales Growth**: Vital for developing innovative sales strategies and driving business success.
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| **Experience**  | * **Sales and Customer Service:** Minimum of 2 years of experience in sales and customer service, specifically for the US-based market.
* **Remote Work:** Experience working remotely for US-based companies.
* **CRM Systems:** Familiarity with CRM systems is helpful but not required.
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| **JOB FUNCTIONS** |
| * **Client Engagement:** Regularly follow up with previous clients to inform them about best-selling items, new product launches, and provide general updates.
* **Business Development:** Proactively generate new business by prospecting, cold calling, scheduling meetings, and building long-term relationships.
* **Research:** Conduct thorough research on companies to identify potential opportunities and strategize approaches to generate interest.
* **Data Management:** Responsible for data entry of client interactions. Maintain and update the company’s customer database and ensure accurate notes using Google Sheets.
* **Marketing Campaigns:** Execute marketing email campaigns and identify opportunities where the company can add value and expand their offerings.
* **Lead Management:** Respond to and follow up on leads, chats, calls, and emails.
* **Collaboration:** Work closely with Sales & Marketing teams to ensure a steady flow of the sales pipeline.
* **Other Responsibilities:** Fulfil other office responsibilities as assigned.
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| **REQUIRED SKILLS** |
| * **Communication:** Exceptional verbal and written skills in English, with the ability to listen effectively.
* **Experience:** Background in sales and customer service.
* **Commitment:** Demonstrates responsibility, impeccable time management, and a dedicated work ethic.
* **Organization:** Highly organized, efficient, and solution-oriented.
* **Creativity:** Strong passion for sales and creative problem-solving.
* **Independence and Teamwork:** Capable of working independently and collaboratively within a team.
* **Professionalism:** Maintains a professional attitude with a positive outlook.
* **Personality:** Friendly and persuasive to build rapport with clients.
* **Confidentiality:** Ability to handle confidential information discreetly.
* **Results-Driven:** Excited about contributing to the company’s growth and success.
* **Technical Requirements:** Must have reliable, high-speed internet. Experience with Ring Central or Google Voice is helpful but not required.
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| **WAGE COMPENSATION** |
| Compensation: $1,300 USD monthly. Full-time: Monday- Friday 9:00 AM - 6:00 PM Eastern timeInternet and computer must be covered by the employee  |