WE ARE LOOKING FOR A **BUSINESS DEVELOPMENT ADVISOR**

KEY ROLE

The Business Development Advisor will oversee the development of our market position and increase sales opportunities for Rocket Station. This individual will mainly be responsible for the long-term organizational strategic goals, build key client relationships, identify business opportunities, negotiate and close business deals and maintain seamless client-stakeholder business operations.

RESPONSIBILITIES

- Work closely with the stakeholders, client services and marketing team to increase sales opportunities and maximize revenue for the organization.
- Planning and preparing sales presentations to support the Director of Business Development
- Communicate Rocket Station Virtual Staffing services to prospective clients.
- Follow up new business opportunities and set up meetings.
- Find potential leads and convert them into clients.
- Help manage existing clients by ensuring they remain satisfied and positive.
- Foresee existing client's needs and implement strategies accordingly.
- Evaluate current business performance and identify areas for opportunity and development to reach full potential.
- Create weekly/monthly forecasts on revenue/target management and end of month reports on revenue and market performance.
- Identify changing market trends that may impact the company or client's business and put plans into action to make a positive contribution.
- Oversee the development of marketing literature.
- Provide feedback to management through gathering, creation and interpretation of data and reports.

QUALIFICATIONS

- Should have at least 5-10 years of sales/business development experience with US-Based clients
- Comfortable handling 90% voice tasks.
- Has passion for sales and great negotiation closing skills
- Must have a deep understanding of marketing principles.
- Must possess exceptional skill in both verbal and non-verbal communications.
- Must have strong attention to detail and can work with minimum supervision.
- Should possess good time management and organizational skills.
- Must be determined, outgoing, positive, articulate and diplomatic.
- Amenable to work at night based on the client's timezone
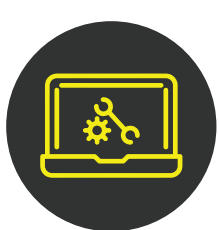
SYSTEM REQUIREMENTS

- Computer Processor: at least i3 (for both primary and back-up computers)
- Computer Memory/RAM: at least 8.00 GB (for both primary and back-up computers)
- Computer Operating System: at least Windows 7 64-bit

Internet Speed
- Primary Connection: running on a 10 Mbps wired plan (above 10mbps preferred)
- Back-up Connection: running at least 10 Mbps

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