



Inside Business Development Manager

GENERAL FUNCTION: To assist OfficeCare Business Development Managers in all aspects of the business development cycle, including quoting, product research, budget preparation, proposal preparation, and vendor interaction.

INSIDE BUSINESS DEVELOPMENT DUTIES & RESPONSIBILITIES:

- Quotes
- Proposals
- Budgets
- Product pricing research
- CRM database management
- Sales campaigns
- Social Media management
- Customer inquiries

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- 2-year Associate Degree (field related) or equivalent experience required.
- Requires a comprehensive knowledge of computer hardware/ software concepts.
- Exceptional verbal and written communication skills
- Ability to multi-task and be flexible with assigned work schedule
- Ability to work in a team environment, presenting a professional image and commanding the respect of staff and peers.
- Requires strong initiative, detail orientation, ability to interpret problems and decisive decision-making skills.