## BUSINESS DEVELOPMENT REPRESENTATIVE

**JOB PURPOSE**

The Business Development Representative (BDR) will utilize their excellent sales and/or customer support skills to assist in the rapid expansion of [Organization Name] into the core markets [Insert Locations] and segments. The primary responsibility of the Business Development Representative is to generate leads, maintain client relationships, and identify, develop, and secure new business opportunities.

A successful BDR is an 'absorber,' meaning that they are open to mentoring and instruction. They will be agile and flexible, adapting their processes to help to drive enterprise-level sales at a rapidly growing company

**DUTIES AND RESPONSIBILITIES**

**Build Credibility**

* Use important marketing assets, scripts, and processes with prospects.
* Learn the ins and outs of the services offered so that they may effectively describe their purpose and value to potential customers.

**Gather and Document Essential Information**

* Determine the needs and the problems of the customer and see it as an opportunity to sell.
* Identify the interests of prospects in the service.
* Develop and implement sales strategies, as well as identify and enter new markets.

**Be the Frontline**

* Make outbound calls, respond to inbound requests, give demonstrations and presentations, and qualify leads. Set up exploratory calls with potential customers to determine whether they'd be a good fit.
* Assist with asset publication to ensure that branding and design are consistent with the brand.
* Collaborate with Product to create the annual Product Strategy and Roadmap.
* Develop and maintain effective customer relationships or partnerships via email, phone, and in-person.

**QUALIFICATIONS**

**Specific Skills and Experience:**

* Outstanding phone, writing, and listening skills.
* Experience in sales or customer support is also an advantage.
* Passionate at work and willing to learn.
* With ambition that can be seen in your personal, academic, and extracurricular accomplishments.
* An outgoing and engaging personality.
* Superior organization and resourcefulness that assist in finding solutions to daily problems.
* A personality capable of conducting cold calls and dealing with rejection.
* Willingness to learn and use new software tools whenever needed.
* Excellent communication abilities.
* Familiarity with various sales techniques
* Commitment to the values of [Organization Name]: [Insert some Values or a Link to a Company Culture Document].

**Additional Skills and Experience:**

* Experience in using Hubspot as a CRM, and Intercom for customer support [or Insert Software]
* Fluent in [Insert Language]
* Understanding of the business
* Can work both independently and as part of a team
* Excellent networking abilities

**WORKING CONDITIONS**

* Remote work, but must be prepared to work from an [Organization Name] office, if needed and permitted in the future
* Ability to sit for long periods of time
* Some overtime may be required
* Some travel may be required