



**Business Development Assistant
Full-Time**

We are –

True Synergy, Inc., a boutique professional and organizational development consulting company, based in Los Angeles, CA specializing in corporate culture change and behavioral transformation for high-growth companies. Learn more about us at www.truesynergyinc.com.

You are –

A resourceful, innovative, self-motivated business development professional who has a passion for getting new business. You have an entrepreneurial mindset and can thrive in a small, but growing, fast-paced external consulting environment.

We are looking for a Business Development Assistant who will be responsible for researching prospective clients in our target market, pursuing leads, setting up meetings for CEO, and moving them through our sales process to close.

Duties include:

- Contacting potential clients to establish rapport and arrange meetings
- Coordinating with our lead generation supplier to make sure leads are qualified and our CRM system is up to date
- Tracking and managing leads and potential clients
- Making sure new clients are properly handed off to Client Services & Delivery
- Coordinating with marketing on new marketing initiatives
- Researching companies to find new opportunities
- Increasing the value of current customers while attracting new ones
- Assisting with developing quotes and proposals for potential clients
- Assisting with responding to government RFPs

Qualifications:

- Bachelor's degree in business, marketing, communication, or related field
- Project management skills are required
- 3-5 years of experience in sales or marketing
- Strong communication skills
- Works well in a high stress and fast-paced remote environment
- Excellent organizational and presentation skills
- Self-motivated, tenacious, proactive, trustworthy, and can handle uncertainty
- Proficient in Word, Excel, Outlook, and PowerPoint
- Comfortable using a variety of programs and apps to complete tasks

What we offer

- Full-time
- Remote
- Benefits: professional development, paid holidays, sick, vacation, and self-care days
- Salary: \$33,000-\$52,000 (DOE)

Please send your resume and cover letter to: hello@truesynergyinc.com