



RESTORATION + RECOVERY

A Stormwater Management Company

BUSINESS DEVELOPMENT ASSOCIATE:

We are a national stormwater management company focused on maintaining, inspecting, and repairing existing stormwater facilities for national retailers.

This position is responsible for supporting the Business Development team by performing all operational and administrative tasks needed to facilitate the closing of sales deals. This may include correspondence, coordinating and scheduling meetings, researching new sales leads and completing any related paperwork. A very important part of this role will be managing the website and responding to web-leads. Additionally, this person will be responsible for building and maintaining relationships with clients and potential business partners in an effort to promote future sales for the company.

We are looking for a self-motivated, tenacious individual that possesses the ability to successfully navigate through a sales-driven environment. Full-time or Part-time (15-20 hours per week) positions are available. Salary negotiable, based on experience.

IMPORTANT SKILLS TO EXECUTE JOB RESPONSIBILITIES

- Extremely detailed and organized
- Excellent written, verbal and telephone communication skills
- Be willing to be a valued and valuable part of a team
- MS OFFICE: Excel, Word, Outlook
- Adobe Acrobat
- Knowledge of Marketing materials and processes