

Multilingual Connections

Job Title: Business Development Manager	Salary: \$46k-\$50k/annually	Location: Evanston
Nature of Business: Translations and Language Training	Number of Openings: 1	Status: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Shift: Open to flexible working options to accommodate family needs and to parents returning to the workforce	Days: Monday - Friday	Public Transportation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p style="text-align: center;">OJT</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Max. Lift Weight _____ lbs.</p> <p>Max. Push/Pull Weight _____ lbs.</p> <p>% of Time Sitting _____ %</p> <p>% of Time Standing _____ %</p>	<p>Requirements and Features:</p> <p>Education <input type="checkbox"/> None <input type="checkbox"/> H.S./GED</p> <hr/> <p>Background Check <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No When?</p>	

Job Description:

Multilingual Connections is a translation agency in Evanston that is looking for an experienced B2B business development professional who's interested in being a part of this \$40 billion industry. The business development manager will be responsible for the full sales cycle, including acquiring new leads through direct outreach (phone, email, face-to-face meetings, social media, tradeshow and conferences), establishing and maintaining client relationships, identifying customer needs and working with our team to provide solutions.

Because of our commitment to supporting working parents, we're open to a flexible hours to accommodate childcare.

Responsibilities

- Increase sales revenue by proactively prospecting, pursuing and generating new business
- Respond to new client inquiries
- Develop prospect list and execute a targeted sales plan to generate new business
- Proactively seek new avenues to develop client relationships and partnerships
- Schedule and present at client meetings
- Maintain the company's contact database with up-to-date contact and tracking information

- Achieve monthly and yearly sales goals
- Provide feedback from key customers to enhance service delivery

Skills & Requirements:

- 1-3 years of sales experience in professional services industry (language industry ideal)
- Experience prospecting and growing an account list
- Ability to create strong relationships with the project management team
- Good problem solving and organization skills
- Exceptional verbal and written communication skills
- Works well in an entrepreneurial office environment
- Tech savvy
- Reliable transportation
- Self-motivated, flexible, independent worker but also a team player
- Foreign language and international travel a plus

Exposed to Severe Weather Conditions Yes No (if yes – explain above)

Please indicate if you want to consider Vets for this position:

New Company:

Yes No

Date Posted:

2-24-16

Deadline Date:

For consideration, please send a resume to kdewane@lakecountvil.gov and state Business Development Manager in the subject line.

