



Job Description

Avanti Marketing and Development Group is searching for a Business Development Representative, specializing in customer service and new business development in the print production business on the South Shore.

This person would be expected to manage and field client requests, schedule and attend sales meetings, follow up with clients and sales opportunity leads, and manage workflow of new project designs.

While there would be some administrative responsibilities, much of this role is managing meetings and any follow up needs from those business interactions. This role would act as a liaison between the internal design team and external clients as well as building and nurturing relationships with our primary vendors. This role requires the ability to multi-task and to thrive in a pressure, time sensitive industry.

Duties and Responsibilities

- Answering email, phone and social media inquiries and providing basic company information
- Comfortable taking notes, maintaining files, and organizing documents
- Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence for meetings
- Acts as liaison on projects with the design team to develop proposals for client projects
- Interfaces with design team for initial setup of client projects and maintaining job files
- Meet with clients to learn more about new project details and give progress updates on existing projects

Requirements and Qualifications

- Three to five years' prior experience preferred
- Needs to be resourceful and comfortable figuring out solutions independently
- Excellent written and verbal communication skills
- Comfortable with juggling multiple tasks and projects at hand
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Able to perform all clerical duties, taking memos, maintaining files and confidential information, organizing documents as needed
- Meticulous, detail-oriented, perfectionist approach to quality control
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) and Quickbooks