

JOB DESCRIPTION



Business Development Expert

Job Title	Business Development Expert
Office	Skopje, North Macedonia
Working Days	Monday - Friday
Working Hours	10:00am – 6:00pm

About myAssisto

myAssisto has unique goal to help business owners, solopreneurs, and entrepreneurs to grow and scale up their business by providing highly skilled and experienced remote/virtual workforce. With offices in UK and Macedonia, myAssisto is utilizing the skilled and competent workforce Macedonia has to offer. We help businesses outsource talent and provide business owners with virtual business partners to meet corporate requirements.

About Business Development Expert Position

The BDE needs to perform business development and customer service duties in support of myAssisto clients' business operations. The main responsibilities are mostly related to lead generation, research and contacting clients, demo and setting up BD goals

Compensation Package

Monthly Salary	To Be Discussed
Quarterly Bonus	Based on performance
Annual Bonus	Based on performance

Required Education

- Bachelor's Degree (English Language and Literature would be considered as advantage)
- English Language Proficiency (Business English)

Required Experience

- Prior experience in Business Development and customer service will be considered as advantage

BDE Business Development Expert Competences

- Negotiation skills
- Customer centricity
- Proactiveness
- Business writing
- Time and task management
- Creative and analytical skills
- Communication
- Creativity
- Research

BDE Business Development Expert Responsibilities

Main responsibilities

- Setting goals and developing plans for business and revenue growth
- Researching, planning, and implementing new target market initiatives
- Researching prospective accounts in target markets
- Pursuing leads and moving them through the sales cycle
- Developing quotes and proposals for prospective clients
- Setting goals for the business development and developing strategies to meet those goals
- Managing email correspondence
- Preparing meeting materials
- Handling customer requests by phone or email
- Competitor research and analysis
- Searching and managing leads and contacts
- Various research
- Collect and analyze data
- Qualitative and quantitative research
- Preparing presentations and reports
- News and announcements

KPIs

- Number of active customers
- Customer satisfaction rate
- Customer retention rate

To schedule your interview please provide us with the following files on dan@myassisto.com

- CV in PDF format
- Short Video About Yourself (**optional**)
 - Please record yourself answering the following questions:
 - Tell us about yourself
 - Have you ever worked as personal assistant or any administrative job?
 - How do you work under pressure?
 - How are your written and communication skills? Tell us an example where you had to communicate effectively.
 - How would you grade your IT skills on a scale from 1-10?
 - Are you someone who can quickly learn new software?
 - Why would you like to get this job?
 - Why should we hire you?

**Candidates who will send both files, their CV and short Video about themselves will be taken into consideration with higher priority.*