

Job Title: Business Development Specialist

Location: Cockeysville, MD (Remote)

## ABOUT THE POSITION:

We are seeking a self-motivated, diligent, and dynamic individual who can work both independently without supervision and in a team environment. The individual must have proven business development experience in a fast-moving industry. The position will be responsible for new business development in a professional and courteous manner and establishing solid relationships with our client base and working closely with management, implementation and support specialists, other business development specialists, clients, and developers to provide superior customer service in support of products developed and sold exclusively by *Paradigm Software, L.L.C.®*.

## KEY RESPONSIBILITIES:

- A demonstrated ability and desire to perform business development duties which include but are not limited to professional and courteous phone skills, producing correspondence, responding to Request for Proposals, attending regional, national, and international trade shows, accounts receivable duties and scheduling product demonstrations
- Work with other team members to improve, streamline, and enhance procedures
- Basic knowledge of Microsoft Office
- Great interpersonal skills accompanied with strong communication and organizational skills
- Ability to prioritize and multi-task
- Perform any other duties as needed as specified by management
- Drive to meet and exceed lead benchmarks
- Ability to work under pressure and with other highly talented employees

## KEY QUALIFICATIONS:

- **Business Development:** Experience in business development with a software company and dedicated to acquiring new sales and new sales techniques.
- **Customer Service:** Proven background in providing customer service to external or internal customers with a strong commitment to high quality work and timely deliverables.
- **Microsoft Office:** Experience in the use and operation of the Microsoft Office Suite of products.
- **Communication:** Demonstrated ability to communicate professionally and effectively.
- **Educational Background:** Bachelor of Arts Degree in Business, Communications, or similar experience

## ABOUT US:

*Paradigm Software L.L.C.®*, the leader in the weighing industry, providing state of the art software solutions for over 30 years. You will be joining a company focused on providing solutions that utilize the latest available technologies, which are supported by a team of well-qualified industry professionals.

*Paradigm Software L.L.C.®* is an equal opportunity employer. We actively promote a drug and alcohol-free workplace.