

**Job Title:** Business Development

**Location:** Cockeysville, MD

**About the Position:**

We are looking for a self-motivated, diligent, and dynamic individual who can work both independently without supervision and in a team environment. Individual must have proven business development experience in a fast-moving industry. The position will be responsible for current and new business development in a professional and courteous manner and establishing solid relationships with our customer base. The position requires working independently to handle new and current business relationships with the company, working closely with management, installation technicians, support technicians, other business development representatives, customers and developers to provide superior customer service in support of CompuWeigh and other modules developed and sold exclusively by Paradigm Software, LLC. The individual will need to have excellent oral and written communications skills.

**About Us:**

Paradigm Software, L.L.C. continues to be the leader in the weighing and routing industry, providing state of the art software solutions for over 25 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.

**Responsibilities:**

- A demonstrated ability and desire to perform business development duties which include but are not limited to professional and courteous phone skills, producing sales lead correspondence, memos, customer correspondence, responding to Request for Proposals, attending regional, national and international trade shows, and other materials.
- Work with other staff members to improve, streamline, and enhance procedures.
- Basic knowledge of Microsoft Office products.
- 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.

**Key Qualifications:**

- Bachelor of Arts Degree in Communications, Business or similar experience
- Business Development
- Customer Service
- Microsoft Office Suite
- Written/Oral Communication Skills
- Strong commitment to high quality work and timely deliverables
- Ability to work under pressure and work in very close proximity with other highly talented employees

Paradigm Software, LLC is an equal opportunity employer. We actively promote a drug-free workplace.