

Job Description:

**Business Development Representative**  
**SYNERGEX CORPORATION**

Accountable to: Senior Sales Representative and Senior Sales Team

**Objective of Position:**

Provide support to the Senior Sales Team to increase revenue through new business development and increased sales with existing client base. This will be achieved by outbound cold calls for appointments, setting appointments with existing clients and assisting in pre call research and preparation..

**Major Areas of Responsibility:**

- Research and develop in collaboration with senior account executives on an ongoing contact (prospect) list
- The Maintain up to date ongoing contact (prospect) list
- Achieve outbound phone call quota for new business appointments
- Set appointments for the sales team as directed with existing clients for renewals and service
- Prepare material required for appointments (new and existing clients/prospects)
- Other duties as may be assigned from time to time

**Essential Qualifications:**

Successful completion of an Ontario Secondary School Diploma (OSSD), or equivalent. Post secondary diploma/degree preferred. Minimum of two (2) years of telemarketing or training and development experience required. The applicant must possess demonstrated PC software skills in MS Word, spreadsheets, email, internet, and familiarity in database environments.

**Preferred Qualifications and Selection Criteria:**

- Outstanding telephone marketing skills
- Working knowledge of the principles of Accounts Receivable management and experience with telephone solicitation.
- Proficiency in written and verbal communication skills in the English language with particular emphasis to detail. Additional languages are an asset.
- Computer skills, particularly as they pertain to an automated telemarketing system, MS Word, Excel and Powerpoint.
- Demonstrated professionalism with an ability to build a strong rapport with customers, fellow employees to support departmental objectives and organizational goals.
- Excellent time management skills; use of effective tracking methods to complete work and projects in time required.

Interested candidates should direct his/her resume to the attention of: Mr. John L. Smith, Senior Vice President  
Synergex Corporation  
Email: john.smith@syx.ca