

Business Development Associate

Full-time position

Omni Resource Management

Braintree, MA / Pawtucket, RI

About us:

OMNI Resource Management, Inc. is a diversified service company with specialties in General Contracting, Industrial Maintenance, and Electronic Security. With offices in Braintree, MA and Pawtucket, RI, we service clients throughout the East Coast, including healthcare facilities, utility companies, energy generation companies, commercial real estate firms, and many more.

About the role:

Omni is seeking a motivated Business Development Administrator to join our team and aid the Business Development Manager in day-to-day sales tasks for the Security and Building Services divisions. The candidate must possess organizational skills and be detail oriented. This team member will be based primarily in our Pawtucket, RI office, with an occasional opportunity to work in Braintree, MA or remotely.

Job Responsibilities and Duties

- Sales lead generation including “cold-calling” and emailing
- Schedule client meetings for Business Development Manager
- Conduct follow-up outreach to prospects and clients
- Assist in proposal creation
- Assist in presentation creation, including PowerPoint
- Assist with sales goals and budget tracking
- Maintain CRM data and track sales
- Provide assistance to Business Development Manager
- Perform other duties as assigned

Requirements:

- Ability to communicate clearly with teammates and clients
- Well-written
- Experience with Microsoft Word, Excel, PowerPoint, Outlook
- Flexible schedule
- Provide own transportation
- Experience in professional office setting

Desired Qualifications:

- Experience in sales setting preferred
- Motivated to help increase sales
- Motivated to grow within the company

Benefits:

- Health and Dental Insurance
- 401(K) plan with company match
- Paid time off and paid holidays
- Two weeks vacation to start
- Education tuition assistance

Reports to:

- Business Development Manager