

Business Development Assistant

Application Instruction

The first step is to send your cover letter and Resume. Applications without a written cover letter will not be considered.

The cover letter is an essential document in the initial screening process. Please mention all your great qualities and experiences which can be applied for the job. Please take your time in writing it to help us know you better. Your cover letter must explain in detail why you think you are a good fit for this job. Please mention all the strengths you have that will help you to perform well on this job. Your statements must include one detailed paragraph for each Qualification level and job description.

Primary Qualification

- Driven and Energetic person
- Organized and strong attention to details
- Honest and with a high level of integrity
- Excellent computer skills
- More than average language skills in English and Amharic
- Professional Writing Skills in English
- Proficient with Microsoft Office applications

Required Qualification


- Strong organizational skills
- Ability to prioritize and multitask with strong attention to detail
- Ability to learn and understand technical documents, and prepare reports.
- Internet Research Skills- Online training available
- Willingness and commitment to learn on the go and take the necessary training
- Problem-solving skills

Preferred Qualification but not required

- Training in one of the following areas
 - Business Administration, Economics, Finance
 - Computer Science
 - Engineering
 - Accounting
 - IT
- Software/skills: Salesforce, adobe, web design, content writing, OneNote, Microsoft Project/planner
- Experience in management,
- Experience in U.S. government contracting process and bid document preparation.
- Experience in B2B sales and negotiation
- Sales Experience

Job Description / Responsibilities

- Assist Project managers with all tasks related to ongoing projects
- Help developing growth strategies and plans.
- Increasing client base
- Researching business opportunities and viable income streams
- Identifying and mapping business strengths and customer needs

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- Perform Online product research
 - Help in sales and assist the Sales team.
 - Communicate with suppliers and facilitate logistics
 - Assist preparing project proposal
 - Generate new leads, identify and contact decision-makers, screen potential business opportunities, select the deals inline with strategies, and lead and facilitate pitch logistics
 - Write Reports
 - Get quotes and negotiate prices
 - Travel might be needed but rarely
 - Assist in government contracting projects- Training available
 - Finding and communicating with local and overseas product suppliers
 - Work remotely and from office as needed.
 - Ability to work on computers for long but flexible hours
 - Salary depends on capability, fitness to the position, and experience
 - Opportunity is available for additional compensation from projects you actively participated in based on a percentage of project Revenue.

If you think you are a good fit, please send your resume and cover letter to Jeff @ JeffM@masbez.com.