



Happynarae America

About Us

HAPPYNARAE is a social enterprise specializing in supply chain management (SCM) and creating social value in collaboration with its clients. Founded by SK, HAPPYNARAE is a sourcing and procurement service company that utilizes its entire revenue to support and connect social enterprises, thereby generating social value. HAPPYNARAE AMERICA LLC. is the US subsidiary of HAPPYNARAE, primarily focused on procuring maintenance (MRO) products for the EV battery industry etc.

Job Title: **Business Development Assistant Manager**

Location: **Memphis, TN**

Employment Type: **Full-time, Salary, Exempt, On-site**

Responsibilities

- Support the development and execution of strategic marketing initiatives in the procurement and logistics sector
- Assist in identifying and pursuing new business opportunities through market research and innovative strategies
- Maintain positive relationships with customers and vendors, ensuring exceptional service delivery
- Aid in negotiating pricing agreements with customers and suppliers to achieve favorable outcomes
- Assist in managing relationships with key suppliers to uphold a robust and reliable supply chain network
- Support trading transactions in compliance with company policies and procedures
- Contribute to the standardization of order specifications to streamline processes and improve customer satisfaction
- Assist in formulating and implementing procurement strategies to support business growth
- Provide oversight on order flows and monitor purchase order statuses to ensure timely delivery and customer satisfaction
- Support data analysis efforts to identify areas for improvement and assist in implementing corrective measures

Qualifications

- Strong interpersonal communication skills
- Must be KOR/ENG Bilingual
- Bachelor's degree in business administration, Marketing, or related field.
- Demonstrated experience in supporting business development, sales, and procurement activities
- Leadership capabilities with the ability to motivate and support the development of a cohesive team
- Must be able to work legally without visa sponsorship

Benefits

- Health, Dental, Vision Insurance
- 401K (Matching)
- PTOs (Vacation, sick, holidays, & parental leaves)

