

New Business Development Associate

Full-Time position located at MXOtech in Chicago, IL

MXOtech is a technology consulting firm with a focus on IT Managed Services and Custom Software Development. We're a growing, boutique firm located in the West Loop, and looking for a New Business Development Associate to join a fantastic team of IT Consultants.

This is a full-time, entry-level position for our fast-paced, steadily growing firm. The position is designed to assist senior sales and marketing team members throughout the sales process with the end goal of acquiring new clients. This position develops through 6-12 months of on the job training with opportunity to advance within the company. The candidate must be able to report to our main office in the West Loop of Chicago from 8am to 5pm, Monday through Friday.

Daily Duties/Responsibilities includes but not limited to the following:

- Daily phone & e-mail correspondence to colleagues and potential clients
- Generating meeting documents and other meeting materials
- Scheduling meetings/conference calls
- Support in preparing for company-hosted seminars, webinars, and other events
- Assisting with marketing campaigns and materials
- Accurate and timely data mining and maintenance of CRM system
- Participation in business networking and events (occasionally before/after business hours)
- General departmental support, such as ordering supplies, gifts, lunches etc.

Desired Education and Skills:

The right candidate for this position has obtained a four-year degree in a business-related field, is proficient in MS Office (Word, Excel, PowerPoint), has basic computer skills, is a creative problem solver, and has desire to "hustle" in a career track that's focused on teamwork, client satisfaction, professional growth, and increasing income for both the employer and self. Additional qualities that would be of benefit are: Interest in technology/business growth/IT services for local SMBs, integrity, accountability, socially confident, likeable, driven to grow professionally.

Compensation/Perks:

- \$40k to \$45k annual base salary with increasing commission opportunities
- Three BCBSIL health insurance plans, plus dental, vision, and tax-savings health
- Pre-tax commuter benefits
- 401k retirement planning opportunities
- Paid time off for vacation and sick leave
- Divvy bike passes, cutting-edge training opportunities, company lunches and breakfasts, team awards, special company events and celebrations
- Modern, cozy, work environment

Visit www.mxotech.com/careers for more information.

Submit formal resume and cover letter to jobs@mxotech.com.

Please include the subject line: New Business Development Associate, followed by your first and last name. For example, "New Business Development Associate - Pat Smith".