



BUSINESS DEVELOPMENT ANALYST

AdMed is currently seeking a Business Development Analyst in our (New Hope/Philadelphia) office.



POSITION SUMMARY

AdMed is seeking a Business Development Coordinator to assist Sales, Marketing, and Project Management in the effort to further drive business initiatives. This role will act as a supportive function to help streamline, develop, and manage new and existing processes.



JOB REQUIREMENTS

The following requirements are representative of the knowledge, skill, and/or ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A passion for business operations and management
- Ability to communicate with internal and external stakeholders on various subject matters
- Ability to work in a fast-paced, deadline-oriented environment; good organizational, multitasking, time management and prioritizing skills
- Excellent team player
- Strong verbal and written communication skills
- Proficiency with MS Office Suite and Adobe Acrobat
- Working knowledge of Salesforce



BENEFICIAL SKILLS

- Background in marketing, sales, and/or business development
- Pharmaceutical or healthcare experience is highly beneficial



JOB RESPONSIBILITIES

- Conduct research on current accounts, potential new business accounts, and competitors
- Develop lead generation plan and accurately provide sales team with qualified leads
- Assist in organization and creation of AdMed marketing materials
- Assist in improvement of Salesforce and Wrike processes and automation
- Managing multiple projects at a time and allocating time according to job priority
- Assist in the development of internal client services training
- Assist with internal process improvement plans
- Assist Sales and Marketing to achieve quarterly and yearly goals
- Research, reach out, and development of grants for nonprofit organization
- Assisting Account Executives in the development of proposals and contracts



EDUCATION REQUIREMENTS

- Bachelor's degree in Business Administration, Marketing, or a related field

If you're interested in this position, let us know. We'd love to meet you!
Please send your resume and cover letter to jobs@admedinc.com