



B2B – Business Development Specialist – Work from Home

Target Market – B2B North America

Campaign – Cold Calls, Email Marketing, Research

Experienced (1 to 3+ Years) – PKR 70,000 to PKR 90,000 (Non-Negotiable)

Degree – BBA / MBA or equivalent degree

Location – Work from home (Full time)

Time – 6:00 PM to 2:00 AM (PKT)

Required – You must have your own laptop / computer with HIGH-SPEED internet with high quality audio / video and a QUIET room to sit and work for 8 hours every day. 5 days working in a week. Canadian Pacific Time Zone for working hours.

Benefits Include – 12 DAYS' VACATION. 12 DAY'S official Canadian Holidays. Health Benefits along with commission & bonus structure.

Role & Responsibilities:

- Planning Go-to-market strategy
- Doing in depth research using Websites, Google, LinkedIn, and other Social Media sources to identify projects, people, and the contact details of associated accounts/customers
- Lead generation
- Cold Calling & Emails
- Drafting email & call SDR's
- Setting up meetings for Field Business Development colleagues
- Writing Minutes of Meetings / Calls Reports based on inputs from BD team.
- Ensuring timely and accurate entry into CRM and other templates provided. Excel Knowledge is mandatory
- Prepare proposals.
- Collaborate with our existing teams to assist in completing assigned tasks with the intent of sharing the workload.
- Prepare work progress reports (Weekly, Monthly, Quarterly, Yearly Reports)
- Presentations to clients
- Using basic tools such as Canva to design posts for client's social media

Preferred Skills:

- Technical Skills (i.e., Computer proficiency in Microsoft, Presentation, Word, Excel, Access, & MS Office Suite)
- Understanding of online tools for use in lead sourcing
- Excellent English communication and presentation skills (written and oral)
- Organization, planning, and persistence skills
- Strong work ethic along with a professional, proactive demeanour
- Quality of Delivery – Work should be accurate, consistent, timely, and thorough.
- Analytical Skills – Analyzing data from multiple sources, devise & implement the strategies based on analytics.



- Research Skills
- Open to new challenges and tasks

Hiring Process

- Initial **Pre-Screening Questionnaire** sent on email once you apply
- **Test Package** Documents – PowerPoint & Email Task
- Once cleared, we move onto **15 minutes Screening Interview**
- Once qualified, we move onto **30-minutes Final Interview**
- If you're hired, a **formal offer letter** will be sent out

If you have what it takes, please apply at – hr@prismteck.com