



New Business Discovery Fanatic

10-20 Hours/Week – Flexible Scheduling

About Our Company

Springfield BackOffice (SBO) is a start-up that provides contracted office services to small businesses and non-profit organizations. These services include small business consulting, accounting services, marketing and business technology. Our company's goal is to keep business owners' lives **EASY** and their businesses **FUN!**

Job Description

The New Business Discovery Fanatic position is an excellent part-time opportunity for someone wanting to learn the ropes of sales, marketing and business growth. The primary function of this position is proactively prospecting and enthusiastically qualifying new business leads. This role directly impacts the success of our company by generating qualified leads for our sales pipeline.

As a New Business Discovery Fanatic you will have the opportunity to engage with new customers, building relationships with them through direct marketing activities. After identifying a potential new customer, your goal will be to qualify that customer, set up an on-site appointment with an SBO Small Business Consultant, and then follow-up with this lead until the meeting occurs.

Job Responsibilities Include...

- ...Understanding the services provided by SBO to convey our solutions to prospective customers.
- ...Developing and managing a list of lead opportunities through inbound and proactive outbound marketing channels.
- ...Generating business appointments by means of qualifying lead opportunities through proactive prospecting.
- ...Logging, tracking and maintaining important information relating to your contact with lead opportunities.
- ...Learning and taking advantage of opportunities to advance your knowledge and skill!

Our Ideal Applicant...

- ...Is an entrepreneur at heart—if you nerd out over business-related topics and think owning your own business would be cool, then you'll probably get along with us fine.
- ...Likes networking, talking to people, and feels comfortable interacting with business owners on a regular basis.
- ...Has strong communication skills, whether in person, on the phone or typing out an email.
- ...Has the ability to prioritize tasks, manage their own time, and work independently.

Application Process

Cover Letter and Resume

Please submit an up-to-date resume and a cover letter expressing why you want to work with SBO and how you would be a great fit as a member of our marketing team.

Video Interview

Submit brief videos via email that answer the following four questions:

1. What is your greatest professional strength?
2. How will you make the SBO team more fun?
3. What does the “golden rule ethic” mean to you and how do you apply it to your work?
4. What is your calling in life?

If you have any questions about this listing, please contact Jon Jones with any questions at: jon.jones@springfieldbackoffice.com or call at (866) 304-7908.

We make small business owners' lives **EASY and keep their business **FUN!****



Josh Spurlock
CEO / Chief FANATIC

The back office help you need to make your life **EASY**, and keep your business **FUN!**