

Business Development

Quality Associates, Inc., a company specializing in document & content management solutions, is seeking a Business Development person with experience and expertise in document imaging and content management technologies to work at our corporate office in Maple Lawn, Maryland in Howard County. This position is responsible for managing direct sales for the Information Systems Division products and services. The Business Development employee will be responsible for opportunities in both commercial industries and government sectors.

Duties include:

- Maintain positive relationships with distributors, software and hardware manufacturers, and resellers/collaboration partners.
- Identify new opportunities and qualify opportunities through the use of phone calls, marketing literature, expos, conferences, and sales meetings.
- Participate in internal and external training opportunities including hands-on operations, software and hardware operations and installations.
- Continuously learning and maintaining up-to-date knowledge of all manufacturer product lines, including the use and integration into client systems.
- Prepare and give presentations to prospects and clients on Quality Associates' products and services.
- Work with internal teams to develop and coordinate appropriate responses to Requests for Proposals and sales presentations for new business.
- Coordinate internal resources to assure appropriate staffing and response of new business opportunities.

Requirements:

- A minimum of 5 years of business development experience, preferably in a document imaging and professional services environment.
- Prefer local candidates with knowledge of the market and business environment.
- Excellent communication, organizational and interpersonal skills including ability to manage customer expectations.
- Knowledge of Microsoft Office applications.
- Client driven team player.
- Possess commitment and a high energy level toward targeted business development activities that produce results.

We offer a COMPETITIVE compensation package, health, dental, 401K, and flexible spending accounts as well as an atmosphere conducive to achieving excellence.

Quality Associates, Inc., invites you to consider employment with our company. As a strong leader in the imaging industry, we have a stable growth environment and encourage an atmosphere for progress and advancement.

www.qualityassociatesinc.com