

# Colombia Jobs Expertini®

## LatAm: Business Development Representative

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Company: Support Shepherd

Location: Bogotá

Category: other-general

**\*ONLY ENGLISH RESUME WILL BE REVIEWED\***

**Position** Business Development Representative

**Working Hours** 9:00 a.m. to 5:00 p.m. Central Time (CST) Monday to Friday

**Holidays** New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day

**Salary** \$1,000 - \$2,500 USD/Monthly (based on experience)

**Benefits** To be discussed

**Location** Remote (LatAm)

**Independent Contractor**

### About you:

The Business Development Representative will lead acquisition deal-sourcing initiatives across various industries. The Representative will be responsible for direct outreach and relationship-building with investment bankers, brokers, intermediaries, and business owners. The Representative will execute and manage deal-sourcing projects and support the firm's marketing initiatives. The Representative will also manage the inbound deal flow (emails), provide basic analysis and review of acquisition opportunities, and provide executive summaries and reports to the Head of Business Development.

### Responsibilities:

Manage and respond to inbound deal flow over email (respond quickly and tactfully).

Score business acquisition opportunities using a criteria checklist.

Review materials on companies and request data (email or phone call) to fill in gaps to decide whether to pursue the opportunity.

Present actionable opportunities via bullet points to the Head of Business Development.

Proactively hunt for new acquisition opportunities via deal-sourcing platforms.

Manage and build our proprietary list of business acquisition intermediaries.

Coordinate in-person networking events periodically.

Support the Head of Business Development with various tasks and initiatives as needed.

## Requirements

1-3 years of prior experience in direct sales, managing and building a pipeline of prospects.

Intermediate Excel capabilities and fast typing speed.

Performance-driven and entrepreneurial work style.

Superior interpersonal and communication skills.

Excellent detail orientation, organizational, and time management skills with the desire to manage multiple competing priorities in a deadline-driven lean team environment.

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