

# Business Development Job Description

Matican Group is currently offering a work-from-home opportunity for qualified US Sales individuals. We are seeking ambitious and driven professionals who can generate new business while catering to the needs of existing clients. If you fit this description, we want to hear from you. As a Sales Executive, your primary responsibility will be to surpass personal monthly and annual sales targets. This will require utilizing your account management, new business development, and sales skills effectively.

Matican Group is dedicated to providing practical, customized digital solutions for online businesses and assisting traditional businesses in overcoming growth challenges using our MG 6 elements methodology, which will be explained in further detail.

## Responsibilities:

- Respond to quote requests in compliance with company procedures.
- Utilize company order processing and CRM systems following established procedures.
- Work towards monthly key performance indicators (KPIs) to ensure the achievement of sales targets.
- Ensure all relevant and sufficient information for each order is communicated to the Production Coordinator, meeting agreed-upon standards.

## Deliverables:

- Follow instructions provided by the Chief Sales Officer.
- Actively participate in regular retrospective meetings.
- Write effective Daily Reports that contribute to improving workflows and processes.

## Requirements:

- Strong networking skills.
- Excellent telephone and email communication abilities.
- Presentable and confident in face-to-face meetings.
- Represent MG Values when interacting with team members and clients.
- Achieve monthly and annual sales budgets by targeting clients within your region.
- Maintain excellent communication and relationships with colleagues globally, enabling MG to provide exceptional service.
- Demonstrate and uphold Company Values: Respect, Understanding, Creativity, and Professionalism.
- Understand and align with the MG Mindset in all aspects.
- Possess organizational and effective communication skills.
- Adhere to Time Tracking processes based on MG regulations.

## Business Development Positions:

### 1. Business Development - Websites:

Matican Group offers various website packages, including custom websites. The price range for websites typically falls between \$500 and \$15,000. Lower-priced websites tend to close quickly, with jobs completed in 2 to 6 weeks. While strong technical knowledge is not mandatory for Website Business Developers, they should have a basic understanding of website components.

## 2. Business Development - Custom Programming:

Custom programming requires a solid understanding of agile development, problem-solving, and the ability to offer innovative solutions. Most custom programming jobs will fall within the \$10,000 to \$200,000 range.

Business Developers in this field must build trust, possess technical acumen, and work with medium to larger companies capable of affording custom programming services.

### Sales Support:

- Matican Group sponsors various events as lead sources.
- Active advertisement on multiple platforms for generating leads.
- Regular sales team meetings.
- Sales support staff.
- Marketing materials provided.
- Digital Infrastructure for lead tracking.

### Compensation:

This position is commission-based. Matican Group offers a generous 10% commission on services with no ceiling, along with several bonuses based on meeting sales goals.

### Application:

To apply, please send your resume and a brief introduction about yourself to [Careers@MaticanGroup.com](mailto:Careers@MaticanGroup.com). We aim to respond within two business days, depending on the volume of emails we receive.

Note: This document should be revised by the end of 2023.

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