

Quick Employment LLC

Business Development Assistant: Location, Cleveland Southeast Area

Full-time Monday-Friday: 9:00 AM to 5:00 PM, 40.00 hours a week. Starting salary \$20.00 - 21.00 /hr. When you go permanent, you will receive health and life benefits plus 401k matching funds.

Job Purpose: Responsible for leading and problem-solving skills to complete outreach projects and potential outreach projects.

Job Duties:

- Assist directors with administrative support and outreach projects and connect them to the appropriate program(s)
- Compile and track data related to client's work engaging businesses, entrepreneurs, and residents to workforce programs
- Work well with others to collect data and create presentations for the community and funders
- Help businesses to relocate, expand, or modify operations in the service area(s)
- Assist small/micro businesses in completing applications related to the business growth and resource access.
- Engage with the Business Development Manager and the Director of Neighborhood Planning and Engagement to maintain excellent performance and relationships with stakeholders

Qualifications:

- Must have two (2) years of relevant professional administrative support experience
- Must have excellent verbal and written communication skills
- Must be proficient in Microsoft Office products including Word, Excel, and PowerPoint
- Must have ability to work independently and as a team
- Reliable transportation to conduct field surveys preferred.
- Must have problem-solving skills and good listening skills.
- Must have experience developing relationships, working with diverse groups of people, and helping individuals work through challenges.

Minimum Qualifications:

- High school diploma or GED equivalent required or an Associates degree in business, with experience in urban or community planning or a combination of hands-on administrative assistance experience and urban planning equaling a total of two (2) years.
- Ability to pass a drug test
- Ability to pass a background screening