

Excellent Entry-Level Business Development Opportunity for Class of 2016

Ideal for Students Seeking a Career with a Technology Company and Want to Live in Southern California

ProDIGIQ is one of the fastest growing aviation technology companies in the US. We are looking for skilled, driven, and motivated individuals to make our company, products, and services even better. Our focus is our team. Our team consists of current college students, recent grads, and experienced industry veterans. What we look for in prospective team members is the ability to get things done and an exceptional attitude.

The Business Development Associate will be responsible for supporting all business development needs including sales, marketing, client relationship business operations and project management. An engaging personality that can strike and hold a conversation with strangers is a must-have skill for this position. This position requires the work ethic and innovation necessary to generate results and work effectively in a collaborative environment.

The number of positions available is limited. We encourage all prospective applicants to apply as soon as possible for consideration.

Responsibilities

1. Conduct phone calls to generate new leads and strengthen existing leads
2. Present product demos virtually and in person to groups of various sizes
3. Conduct web based research to identify Request for Proposals (RFP)
4. Prepare and submit proposals for relevant RFPs
5. Manage multiple projects in parallel
6. Strengthen relationship with existing clients
7. Maintain prospective and current client database using CRM
8. Create and distribute email newsletters and press releases
9. Plan and lead trade shows, road shows and client meetings
10. Develop and maintain all marketing collateral
11. Develop a strong social media presence

Minimum Experience

1. One year of experience performing above-mentioned responsibilities
2. One year of experience working in a fast-paced growth company

Skills

1. Outgoing personality with genuine desire to engage with new people
2. Output driven individual and a team player
3. Data-driven and possess intellectual rigor to solve complex business problems
4. Excellent written and verbal communications skills

5. Reliable, flexible, and have strong interpersonal skills

Minimum Qualifications

1. Undergraduate Degree
2. High GPA with a rigorous course of study

How To Apply

ProDIGIQ is looking for the most creative and skilled applicants. Please submit your resume, cover letter, and a screenshot of your unofficial transcript to hr@prodigiq.com.