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## Business Development Co-ordinator

**Posted by:** HVAC Clean Pro

**Posting date:** 13-Aug-2024      **Closing date:** 09-Feb-2025

**Education:** High School Certificate

**Language:** English

**Job location:** Saint John

**Salary:** \$36.25 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4212940

## Job description:

### Job Duties:

- Perform administrative tasks
- Conduct surveys and analyze data on the buying habits and preferences of wholesale and retail consumers
- Conduct comparative research on marketing strategies for industrial and commercial products
- Conduct analytical marketing studies
- Develop portfolio of marketing materials
- Evaluate customer service and store environments
- Conduct online marketing, E-commerce and Website promotions
- Maintain database of potential franchisees, real estate locations and on-line buy/sell Internet sites
- Develop marketing strategies
- Deliver presentations at conferences, workshops or symposia
- Develop and implement business plans

- Consult with clients after sale to provide ongoing support

**Requirements:**

- High school diploma.
- Focus on quality and attention to details.
- Time management, organizational skill, teamwork skills.

**Benefit:**

- Competitive wage at \$36.25 per hour.
- Stable, employment full-time 40 hour per week
- Overtime will be paid at 1.5 times the regular after 8 hours/day and 40 hours/week.
- Vacation pay will be at 4% of basic wage.
- Qualified for a three-week vacation.