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**COMPANY:** BI Worldwide - Latin America Region  
**TITLE:** Business Development Executive  
**DEPARTMENT:** Sales & Marketing  
**LOCATION:** Latin America HQ office (Hollywood, FL)  
**REPORTS TO:** Business Development Director, Latin America

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### **General Job Description:**

The Business Development Executive (Inside Sales) is responsible for assisting the Sales & Marketing team in the LatAm region to create depth and breadth within the current sales pipeline. The main areas of focus for this position are as follows: a) efficiently and effectively manage the contact cycle of existing target accounts, b) identify new target accounts and senior key contacts within same, c) follow the established processes for account-entry strategy and conduct the prospecting campaign in order to secure introductory meetings for the BD Managers/Director.

The successful candidate will have both a “hunter” and “farmer” mentality, will take a proactive role in learning the business, will have the ability to work well independently and thrive in a fast-paced environment.

### **Working Conditions:**

Primarily in an office environment at our Regional HQ in Hollywood, FL. Infrequent travel through the Latin America region for client meetings might be necessary from time to time. Telecommuting options available after the first year of full-time employment.

### **Primary Responsibilities:**

- 60% of the time will be dedicated to proactively managing the established contact cycle (prospecting activities) for existing and new target accounts, primarily via telephone and e-mail, to present prospects with our value proposition and secure introductory meetings.
- 40% of the time will be dedicated to research and administrative tasks, including but not limited to capturing and documenting internal sales & marketing process, CRM system updates and maintenance for entire regional portfolio of prospect accounts.
- Working with marketing, project and program managers to ensure on-time delivery of prospect/client-facing informational documents, RFP's, RFI's and/or solution proposals.
- Other business development support activities, as needed.

### **Basic Qualifications:**

- Bachelor's degree in business or marketing, or equivalent AND relevant on-the-job business experience
- Minimum of 3 years of B2B quota-carrying sales experience, preferably selling consulting, marketing and/or other professional business services to Fortune 1000 or Global 2000 companies
- Recent hands-on experience doing business in the Latin America region.
- Current database of regional contacts helpful, but not necessary

## Required Skills:

- Bilingual in English / Spanish (native or advanced knowledge) – Portuguese is a plus
- Demonstrable sales success through prospecting and growing revenue in multiple accounts
- Advanced-level understanding of sales cycles and sales pipeline management theories and practice
- Experience with broad range of sales cycles (three to six to twelve months)
- Proficiency in Microsoft Office Suite products is required; proficiency with Web 2.0 and SaaS solutions a plus
- A proactive self-starter with a high level of intellectual curiosity and analytical thinking
- Strong attention to detail to deliver flawless execution, on time, every time
- Excellent communication, interpersonal and proven business skills with a bias towards strategic thinking
- Adept in working in a high-energy, constantly changing environment
- Excellent organizational and time management skills
- An understanding of sales force/channel motivation, consumer marketing, or employee retention/training
- Project management experience is a plus
- Consumer, Trade Marketing or Sales Channel Development experience are also a plus

## What's in it for you?

- A competitive base salary in line with your demonstrable sales experience
- A quarterly sales commission plan, and monthly KPI bonuses for over-performance
- 10 days of personal paid time off per year (PTO)
- Eight (8) company-paid Holidays throughout the year (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day)
- Company-paid health insurance for you
- BRAVO Benefits – our internal Recognition & Rewards Program

## About Us

At BI WORLDWIDE, our mission is to produce measurable and consistent business results for our clients by driving and sustaining engagement with their key audiences – their employees, channel partners and customers. Underpinned by proven principles of the science of Behavioral Economics, we focus on designing, developing and implementing customized performance-improvement programs, technology platforms and methodologies to help organizations address specific business challenges unique to each company.

At BI WORLDWIDE Latin America, we understand first-hand all the complexities and challenges of working in a geography with so many cultural differences. We are creating rewarding experiences every day for multiple audiences with very particular personal preferences and traditions – in multiple languages and multiple currencies. It works because our clients tell us it does. Find out how by applying to join our high-performance Latin America HQ team!

**Does all this sound great to you? If so, please send your resume AND cover letter, including your compensation expectations, to [latam@biworldwide.com](mailto:latam@biworldwide.com) Please note that relocation is not available for this position.**