

Intertek PSI | Business Development Associate | Kennesaw, Georgia

Job Description

PSI, an Intertek Company, has an opportunity for someone with solid administrative skills and background looking to advance both skills and career to the next level based in our Kennesaw, Georgia office.

Responsibilities

- understand and use effective research methodologies to identify and qualify potential clients and project leads
- monitor and maintain information on research results, and communicate to Operations Management
- schedule appointments for business development activities, coordinating with Operations and Business Development Managers
- maintain Business Development activities calendar
- work as a team with Business Development and Operations staff to support all areas of the PSI Sales Process
- support for proposal and qualification process

Skills

- research, telemarketing, communication, and organization skills
- agreeable, ability to work independently and as a team
- excellent written and grammar skills
- proficient in Microsoft Office
- Associates Degree and/or 1-3 years A/E/C experience preferred

PSI is a Drug-Free Workplace. As a condition of employment, new hires and rehires are required to take and pass a pre-employment drug test and driver's license evaluation. Following proper safety guidelines is part of what makes PSI's operation successful and you will be expected to follow PSI's established safety policies and procedures.

Please send resume to Elizabeth Noakes at elizabeth.noakes@psiusa.com.

PSI is proud to be an Equal Opportunity Employer EOE M/F/D/V