



Business Development Specialist West Chester, PA

The Business Development Specialist is responsible for identifying and developing new business opportunities, conducting market research, generating leads, and building and maintaining customer relationships.

Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Key Responsibilities/Deliverables:

- Maintain and develop a book of potential clients, generate these leads and foster relationships to maximize potential new business opportunities.
- Communicates with customers and leads to identify and understand their product or service needs; identifies and suggests products and services to meet those needs.
- Demonstrates the functions and utility of products or services to customers based on their needs.
- Ensures customer satisfaction through ongoing communication and relationship management; resolves any issues that may arise post-sale.
- Maintains communication with existing and previous customers, alerting them of new products, services, and enhancements that may be of interest.
- Maintains detailed reports of business development activities including calls, orders, sales, lost business, and any customer or vendor relationship problems.
- Assist in the creation of high quality, tailored pitch materials, responses to FCRs, and customer presentations
- Identify and respond to internal and external client and customer inquiries in a timely manner and seek feedback/follow-up as appropriate.
- Proactively seek new business opportunities using a variety of communication methods including but not limited to cold calls, emails, etc.
- Other duties as deemed necessary

Knowledge, Skills and Experience Required for Success:

- Bachelor's degree, with a course of study in business or marketing preferred.
- 1-2 years of business development and marketing experience preferred, preferably in with the manufacturing of an FDA regulated product
- Excellent oral and written communication skills.
- Highly motivated, creative, and collaborative.

- Organized and attentive to detail.
- Ability to self-manage and work independently
- Ability to plan, prioritize, and manage multiple projects under pressure in a deadline-driven environment across assigned practices.
- Ability to work effectively both independently and with teams to promote consistent and efficient workflow processes.
- Proactive and able to remain flexible while delivering high quality work in a fast-paced environment.
- Flexible to manage demands outside of traditional business hours.
- Ability to travel as necessary

Work Environment/Physical Demands:

- While performing the duties of this job, the employee regularly works in an office setting with occasional work performed in a warehouse/manufacture setting.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Havpak, Inc. is an Equal Opportunity Employer that does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. Our goal is to be a diverse workforce that is representative of our customers and communities. We are committed to building a team that is inclusive of a variety of backgrounds and perspectives.