



Factor Group LLC  
2655 Le Jeune Rd. Suite 401  
Coral Gables, FL 33134  
Phone: (305) 728 1355  
Fax: (305) 728 1352  
www.factorgroup.com

## JOB OVERVIEW

<b>JOB TITLE:</b>	Business Development Officer
<b>DEPARTMENT:</b>	Sales
<b>REPORTS TO:</b>	Sales & Marketing Director
<b>COMPANY:</b>	Factor Group LLC.
<b>LOCATION:</b>	Coral Gables, Florida 33134
<b>BASE PAY:</b>	Base Salary plus commissions according to experience
<b>EMPLOYEE TIPE:</b>	Full-time
<b>INDUSTRY:</b>	Factoring
<b>MANAGES OTHERS:</b>	No
<b>TRAVEL:</b>	Yes

## JOB DESCRIPTION:

### Summary:

Accounts for new business development by meeting and exceeding assigned sales targets. Develop and carry out direct marketing and sales activities such as widening the client base by increasing product penetration and maximizing services offered by Factor Group.

### Essential duties and responsibilities:

- Develop new customers and maintain existing ones through planned individual account support.
- Provide preliminary financial analysis to underwriting department
- Develop and increase distribution channels for all of Unit's products, supervising the correct application of company policies and practices.
- Respond to and follow up sales inquiries by post, telephone, and personal visits.
- Observe market and competitive environment, researching, analyzing and monitoring financial, technological and demographic variables so that market opportunities may be capitalized on and the effects of competitive activity may be minimized
- Maintain and report on equipment and software suitability for direct and general marketing and sales reporting purposes.
- Maintain and increase customer and prospect database (ACT)
- Liaise and attend meetings with other company functions necessary to perform duties and aid business and organizational development.
- Attend trainings and develop relevant knowledge and skills.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory.

- Bachelor's degree in Business Administration.
- Familiarity with credit reporting agencies, credit scoring, and modeling.
- Ability to read, analyze and interpret financial reports and legal documents.
- Ability to work with multiple companies and understand their individual motivations and interests.
- Ability to read, analyze and interpret common and technical journals, financial reports and legal documents in both Spanish and English, other languages are an advantage.
- Ability to respond to common inquiries or complaints from clients and/or customers, regulatory agencies or members of the business community in both Spanish and English.
- Ability to effectively present information to top management, public groups, and/or boards of directors in both Spanish and English.
- Ability to define problems, collect data, establish facts, draw valid conclusions and detect market opportunities.
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
- Goal oriented
- Eligibility to work in the United States.

**Benefits:**

- Health insurance.
- Life insurance.
- Dental insurance.
- Long term disability insurance.
- Business miles reimbursement.
- Paid vacations.