



Position Title: B2B Lead Development Representative

Who is Acadia?

Acadia Lead Management Services is a Dayton, Ohio based B2B firm that identifies markets, identifies prospective clients and increases sales opportunities for our clients. We are a Women Business Enterprise (WBE) certified company. Our clients include large enterprise organizations, as well as small and mid-sized companies. (Check out our website www.AcadiaLMS.com to read our client testimonials and case studies)

Who is Acadia Looking For?

Acadia is looking for candidates to fulfill our B2B Lead Development Representative (part time) position. This position requires a combination of traits, some of which include: outgoing and persuasive personality, ability to engage business contacts for outbound telephone conversations, detailed and a multi-tasker.

Responsibilities Include:

Position requires OUTBOUND telephone conversations to conduct lead generation, market research, surveys and appointment setting on behalf of our clients.

- Conversing with contacts to understand their needs
- Creating opportunities through OUTBOUND calls from a provided targeted list
- Identifying leads and market opportunities and gathering business intelligence
- Completing forms and clearly writing results of the conversation
- Capturing all data and information in an online database tool (CRM)

QUALIFICATIONS/EDUCATION/SPECIAL SKILLS:

- Must have a friendly, dynamic phone personality
- Comfortable making outbound calls to various business contacts
- Ability to follow a script/call guide in conversational tone and document responses
- Excellent verbal, listening and written communication skills
- Computer proficiency (CRM/database experience helpful)
- Acute attention to detail and ability to multi-task
- Previous customer service and/or inside sales experience is helpful
- Strong work ethic, trustworthy, reliable, articulate, friendly, goal oriented and work with integrity
- Time management/organization skills

ESSENTIAL FUNCTIONS/REQUIREMENTS:

- Ability to communicate effectively, and champion causes within the company
- Ability to execute a diverse workload, successfully prioritize multiple tasks, comfortable in fast-paced environment
- Strong understanding of customer requirements. If not fully aware of requirements, take initiative to learn
- Self Starter, willing to work through and seek answers to ongoing and new requirements, willing to be a life-long learner

Acadia Lead Management Services

130 W. 2nd St., Suite 1050 | Dayton, OH 45402
888.605.3194 | 866.435.8442 FAX | www.Acadialms.com



ADDITIONAL INFORMATION:

- Part-time
- 15-30 hours per week, hours may fluctuate (weekdays only, during normal business hours EST)

Are You The Right Candidate for Acadia?

Do you enjoy working in a collaborative environment? Do you like contributing to company success?

Acadia is looking for a candidate who is dynamic, a quick learner, responsible, detailed, reliable, motivated, and who enjoys being a part of a team.

If these characteristics describe you, then you might be a good fit for Acadia!

Visit our Career Page and submit your resume:

<http://landing.acadialms.com/careers-at-acadia>

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