

Business Developer & Executive Assistant

PreviewLabs specializes in the development of prototypes using game development technology. We develop prototypes which help our clients test or pitch ideas. We do this for any kind of game technology, covering PC and mobile games, educational games, simulations, data visualization etc. Our clients include Disney Imagineering and Yale University, as well as numerous startups.

We are looking for a full-time business developer & Executive Assistant to support our growth, leading us to our next high profile or secret startup clients.

Description

- Use various resources to identify potential clients or prospects.
- Interact with prospects or clients via email and telephone.
- Research accounts, identify key players, and generate interest.
- Develop and maintain relationships with prospects, establishing trust in the company.
- Maintain prospect and client information in our Salesforce database.
- Writing updates for our various social media channels.
- Help with other tasks such as scheduling calls, meetings, and managing our founder's inbox and calendar.
- Pursuing and scheduling public speaking opportunities for the founder and project managers.
- Work collaboratively with our founder, project manager, and developers.
- Overseeing the lifecycle of our clients, from initial prospection to following up on project satisfaction surveys and nurturing the relationship with previous clients.
- Assist in other processes such as recruitment and press releases.

Requirements

- A Bachelor's degree in Business or related field.
- Comfortable speaking to prospects and clients.
- Attention to detail, great organizational skills, and diligent in follow-up.
- Strong verbal and written communication skills.
- Self-motivated and eager to learn.
- Likes to help out wherever needed.
- High interest in business strategy and processes.

Pluses

- Previous experience as a salesperson or executive assistant.
- Interest in technology and gaining an understanding of how game development works.
- Has played through a variety of video games.
- Interested in occasionally traveling to industry events, including in Europe.
- Not afraid to engage people and start a conversation at industry/networking events.

Practical

- The job will take place on-site at our office in Milford, Connecticut.
- Includes mentorship by the founder of the company.
- Compensation consists of a competitive base salary and commission.
- To apply for this position, please complete the following form: <https://bit.ly/2XTSPf3>