



We are a Victoria based company dedicated to improving seniors' quality of life through creative technology. We develop, manufacture and sell sophisticated monitoring and emergency call technologies throughout North America. Ours is a fast-paced environment where hard work, initiative, teamwork and flexibility are prized, and we are looking for a like minded individual to fill a key role in our Company. As a smaller organization we have a collaborative, open door culture based on trust where new ideas are welcome. If you have a strong work ethic and are looking to make a difference and feel appreciated, we would invite you to join our team.

**Are you...**

- Outgoing, organized and driven?
- Fearless about calling and meeting new people?
- Full of determination and grit to work through obstacles?

This position may be ideal for you as it provides not only the ability to make a difference in the lives of those our customers serve but also the opportunity for meaningful financial upside if you achieve long term success.

Interested? Send your resume and cover letter to [hr@vigil.com](mailto:hr@vigil.com)

---

Here are the specifics about the job:

**Job Title:** Business Development Associate

**Location:** Victoria, BC

**Reporting To:** President and CEO

**Travel:** as required  
(seasonal)

**Education/Training**

- Undergraduate degree or business diploma preferable but not required
- Sales training an asset

**Experience:**

- Experience working in a business environment preferable but not required
- Experience in a sales role is an asset

**Skills/Competencies:**

- Excellent communications skills both written and verbal
- Highly organized with excellent time management skills and multi-tasking abilities
- Strong research and/or prospecting skills
- Demonstrated excellence in customer service or client interactions
- Flexible and adaptable with a strong desire for success
- Ability to work effectively independently or as a team in support of the Business Development Officers
- Aptitude to learn quickly (especially with regard to industry expertise and technology)

**Responsibilities:**

- Dedicated to proactive business development
- Working independently to gain new business opportunities, prospects into lists of target accounts to develop new sales opportunities from cold or inactive accounts
- Create and qualify new sales opportunities and then pass them to Business Development Officers (Account Executives)
- Develop a program of “smart targeting” and involves building a list of target accounts and contacts that fit the “Ideal Customer Profile” to enable finding the right leads quicker and disqualify unsuitable prospects
- Periodically represent Vigil at trade shows or conferences
- Assist with inbound call answering and sales order processing

Last Updated: March 2019