



BUSINESS DEVELOPMENT SPECIALIST (CALGARY, PART-TIME)

Insight Psychological Inc., a Canadian Business Growth 500 Award recipient, is a highly respected and rapidly expanding psychological service agency with service centres in Edmonton South/North/Downtown, Spruce Grove, Red Deer, and Calgary. We offer a multitude of counselling and assessment services to children, adults, couples, families, and groups. Last year, Insight launched its Corporate Care Program, specializing the training, support, and case management of workplace concerns related to psychological health & safety, sex & gender, harassment & bullying, interpersonal conflicts & difficulties, and traumatic incidents.

We are currently seeking the right candidate to take on the position of Business Development Specialist. This part-time position is based in Calgary and the hours of work are negotiable (between 20 and 25 hours a week). There is an opportunity for this position to become full-time in the future.

This position is responsible for prospecting and growing corporate as well as individual client base, procuring new service opportunities, preparing services proposals and quotes, maintaining strong and positive relationships with existing corporate clients, developing and executing effective marketing strategies as well as completing assigned organizational projects.

KEY RESPONSIBILITIES:

Business Development

- Participate in the development and execution of Insight's business development and marketing plans to materialize Insight's growth targets.
- Actively prospect, solicit, and increase client base as well as procure new service opportunities within Insight's target market and service areas.
- Actively explore and identify opportunities for expansion and/or enhancement of services with existing corporate clients.
- Prepare proposals to secure new service contracts.
- Develop business intelligence and partnerships to better meet the needs of existing and potential clients.
- Competently represent Insight in all public forums and actively network to promote Insight's programs and services.
- Work with our marketing and social media team to develop as well as disseminate attractive and compelling marketing materials and content.

Corporate Client Care

- Monitor and ensure the delivery of services and outcomes identified in service contracts.
- Diligently examine, identify, and address deficiencies and concerns in service terms and conditions, costs, processes, and other service and/or administrative aspects within existing service contracts.
- Maintain and strengthen relationships with existing corporate clients.
- Provide input in the planning, development, coordination, and maintenance of sound, effective administrative and client service structures, policies, and processes.

Other Responsibilities

- Schedule, post, promote, and ensure the effective delivery of client learning and group sessions.
- Serve as an effective liaison between staff, management, and therapists/associates.
- Complete other projects as assigned.

QUALIFICATIONS:**Education and Experience**

- Diploma or undergraduate degree in a related field or the equivalent combination of education, training, and experience.
- Two or more years of relevant sales and business development experience.

Knowledge, Skills and Abilities

- Exceptional interpersonal and communication abilities (both verbal and written), with superior persuasion, negotiation, sales, and presentation skills.
- Demonstrated ability to build and manage complex business relationships as well as provide first-rate customer service.
- Action and results oriented.
- Sound decision-making and problem-solving skills.
- Strong organizational and time management skills.
- Demonstrated success in project management.
- Flexible, adaptable, able to effectively manage a demanding schedule and prioritize responsibilities.
- Highly entrepreneurial and self-motivated, can work independently with minimal supervision.
- Intermediate to advanced Microsoft Office capability.
- Ability to develop and manage annual budgets.

Review of applications will continue until the right candidate is found. Interested and qualified individuals are invited to forward their resumes at their earliest possibility to:

Dr. Hendriatta Wong

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We thank all applicants for their interest, however, only those selected for interview will be contacted. For more information about our organization, please visit our websites at www.insightpsychological.ca and www.insightcorporatecare.com