



BUSINESS DEVELOPMENT ASSOCIATE

About Us: Founded in 2013, Labor Solutions, a social enterprise, leverages technology to engage and educate workers. Our [data](#) sets bring needed transparency to reduce risks throughout workforces and the supply chain. Our tools and services are created using user-centric & inclusive design to engage and connect with the entire value chain of stakeholders.

Through our tools, Labor Solutions aims to improve factory workers' wellbeing, health and financial functions both at workplace and at home. Labor Solutions' flagship product is WOVO, a mobile phone-based worker voice and worker wellbeing tool with more than 1.5 million users and availability in 25 countries and 19 languages.

Our client base is growing rapidly, and we are looking for a qualified **Business Development Associate** to join our Sales and Client Advisory team to support clients. In this role the Sales Associate will primarily be supporting the Client Advisor team with administration and lead generating tasks. This role is designed with an opportunity for growth, strong performers will gain more independence, responsibility, and client engagement.

What you'll be doing:

- Generate leads and business opportunities through creating connections and research
- Support sales with administrative work like contracting and scheduling
- Have initial interactions with prospected clients via emails and calls.
- Support marketing campaigns on platforms like Google and LinkedIn
- Manage complex calendars and schedule meetings for the senior Sales team across time zones
- Conduct research and gather information from public resources across industries
- Prepare slides, proposals, and other documents, including proofreading, and editing.

Who we are looking for:

- At least 2 years of relevant experience, i.e. support staff, sales, administration, within social sustainability, human rights, fair trade, or similar fields
- Excellent organizational and time management skills; ability to meet deadlines
- Meticulous attention to detail and follow-through to performance tasks with excellent time and management skills.
- Excellent English skills, comfortable working fully in English both verbally and written.
- Ability to work independently, to take initiative and to overcome obstacles
- Ability to successfully manage competing priorities, keeping constant sight of the overall objectives
- Ability to work effectively with all levels of the organization
- High degree of flexibility in a demanding, fast paced & frequently changing environment
- Ability to exercise judgment in managing confidential or sensitive information
- Experience working with international companies or significant time overseas
- Eagerness to learn



- The role is remote, preference for candidates in Asia

Interested candidates should send their CV to jobs@laborsolutions.tech