

Job Description: Business Development Coordinator

About the Company

Launched in late 2021 to serve frontline workers, [ARC](#) was born out of the consumer-facing technology that phone charging provider ChargeItSpot brought to market in 2012. ARC is a device management solution integrated with smart lockers, designed to store, secure, and charge company-owned handheld devices (i.e., by Zebra, Honeywell, etc.) that frontline workers use to do their jobs and perform their core job functions (e.g., for package scanning, inventory lookup, task management, mobile point of sale, etc.).

Clients turn to ARC because they find that it is extremely difficult to manage and maintain their investment in enterprise mobile devices post purchase. There's a ton of waste from legacy, manual processes. Devices frequently go missing (25% annually), stop working, or run out of power – costing payroll time, money and productivity. ARC virtually eliminates these issues, ensuring that devices are functional, charged and not missing -- all while improving productivity and experience for ground teams.

Market demand for ARC has been overwhelming and the company has been growing rapidly. Device management has been a huge unmet need for decades with a problem space that is deceptively nuanced, complex, and costly. ARC is uniquely positioned to solve these problems given its decade of relevant technical expertise with ChargeItSpot phone-charging lockers, our legacy mobile device product. ARC builds upon ChargeItSpot's competencies and has carried over expertise like IP (protected by 8 patents and counting), deep technical know-how, and real-world experience gained while solving similar problems in a live field environment.

Want to learn more? See the work we're doing with [Sam's Club](#).

About the Team

At ARC, we surround ourselves with independent thinkers who are detail-oriented, and customer obsessed. Our clients have routinely called us “the most talented team they’ve ever worked with.” We value determination, resourcefulness, imagination, and follow-through. We want people who are ready to get things done.

Our focus is fierce, but it's not all hard work. We take time to get to know each other through a daily game of Jeopardy, meals together, and nights out for karaoke. We operate a hybrid work model, with most team members working in the office a couple of days a week, and the rest remotely.

Want to know more about our company? Check out our [core values!](#)

About the Role

As the Business Development Coordinator, you'll be the hub of a sales team that engages with C-suite leaders from some of the world's most recognized companies, by ensuring the sales process is efficient and leads to successful outcomes. You'll be involved in prepping for and joining many of these discussions, along with learning and contributing to securing these meetings.

Reporting to the Head of Business Development, you'll own and manage the team's workflow and help cultivate prospective customers throughout the sales cycle for multi-million-dollar contracts.

You'll have an opportunity to work with colleagues who love technology, have a relentless focus on execution & customer satisfaction, and value challenging assumptions & each other to ensure that the best outcome wins.

Responsibilities

We're seeking a hyper organized, engaging, and humble business development coordinator with a customer-first mentality who can provide the support necessary to optimize the sales team's productivity. You'll be responsible for:

- Researching and developing prospective customer profiles.
- Scheduling meetings, preparing agendas, and in-depth customer profiles that equip the sales directors with what they need to effectively cultivate and close deals.
- Taking notes during prospect calls, then organizing and managing all workflow to ensure follow-up tasks are completed.
- Handling inbound sales calls, qualifying prospects, and scheduling discovery meetings.
- Updating customer contracts and preparing for management approval.
- Attending and representing the company in its booth at 2-4 trade shows per year.

Qualifications

- Bachelor's degree with at least 2 years' experience on a team that sells technology to, supports, or services large enterprise customers.
- Ability to support multiple managers and develop workflows that keep the team on track.
- A meticulous focus on detail and getting things done without compromising quality.
- Comfort level engaging with a variety of stakeholders, including C-suite executives and colleagues across marketing, product, operations, and customer success.



ARC
111 S Independence Mall E, Ste 920
Philadelphia, PA 19106

- Highly independent, curious, and resourceful, with the ability to navigate through ambiguity while being alert to possibility.
- Proficiency with CRM, Google Workspace and MS Office. Experience with envisioning and implementing process improvements and/or coordinating sales campaigns a plus.

The Candidate

You think several steps ahead. You are relentless, strategic, and a long-term thinker. You believe the details are important and so you get them right. You find creative ways to get to the most senior people in the prospect/client organization. You are a fast learner. You take feedback well and implement it. You care about getting to the best outcome, and do not focus on being right or wrong.

Location

We are headquartered in Philadelphia, PA, but have moved to an office-optional work environment – so long as the successful candidate works on East Coast business hours.

Benefits

- Health, dental, and vision insurance
- Health Care FSA
- 401k plan with matching company contributions
- Paid time off
- Hybrid or Remote environment

If you have the unique combination of skills and qualities we are looking for, please submit your resume and a cover letter expressing your motivation to apply to this position to **careers@chargeitspot.com**.

ARC by ChargeItSpot is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.