



# HAWAIIVERSE

## Business Development Associate

**Position Type:** Internship, Part-Time

**Location:** Hybrid, Remote

**Reports to:** Chief Operating Officer

**Application Deadline:** Rolling

**About Hawaiiiverse:** We're Hawai'i's #1 discovery platform to connect consumers with Hawai'i-owned businesses and locally sourced Hawai'i inspired fashion, art, home goods, food, and more.

**Job Details:** We are looking for a Business Development Associate to help grow our community of local businesses. For this role, you should be a self-driven individual that is looking to learn about sales and dealing with clients. Paying attention to detail and being organized to make sure no deals fall through the crack is very important for this role. Ultimately, you will help us achieve our business goals through working with our Chief Operating Officer to help as many businesses as possible.

### Primary responsibilities:

The Business Development Associate is a part-time that includes, but is not limited to the following responsibilities and duties:

- Conduct an online audit to improve user experience and seek continuous improvement.
- Collaborate with the Executive Team to implement and streamline outreach strategies and communication.
- Ability to strategically manage large prospects lists and consistently contact 60-80 prospects daily.
- Organize and manage Directory online and provide customer service to business partners as needed
- Serve as a secondary contact for sales and partnerships.
- Gather Metrics and Create reports on funnel data (outreach, reply, conversion).
- Adhere to the policies and procedures of the company.
- Assist at Hawaiiiverse events as needed.



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## Requirements:

- Ability to multitask and prioritize a variety of deadlines and keep high standards.
- Proficiency in Google Suite, Slack, Airtable, Wordpress, Shopify.
- Team player with a positive attitude and willingness to learn.
- Reliable internet connection and a laptop or computer.
- Maintain a positive attitude and focus on customer satisfaction
- Excellent organizational skills and attention to detail.
- Ability to thrive in autonomy in a remote environment.
- Strong familiarity with communities in Hawai'i
- Excellent interpersonal and public speaking skills.
- Self-motivated, creative and goal-oriented.
- Strong familiarity with communities in Hawai'i and the current status of local businesses.
- Prior experience with recruiting and outreach.
- Prior experience with handling administrative duties including but not limited to:
  - Scheduling/coordination
  - Event Management
  - Data Management

## How to Apply:

Submit your resume and cover letter to [mail@hawaiiiverse.com](mailto:mail@hawaiiiverse.com) to be considered for this position.

*\*This description is not designed to be a comprehensive list of all responsibilities and duties for this position.*