



BUSINESS DEVELOPMENT COORDINATOR

Job Description

ARCCA's Business Development Coordinator acts as a liaison between our clients and employees to promote and support ARCCA's forensic engineering & expert witness consulting in the areas of personal injury, accident reconstruction, mechanical failure, and property claims. ARCCA experts are both regional and national with a large variety of highly specialized experts. We are seeking a Business Development Coordinator to work with the Business Development Managers in the MidAtlantic region.

DESCRIPTION:

- Establishes, develops, and maintains business relationships with current and prospective clients (law firms, insurance carriers, and TPAs) to generate new business for the organization's services;
- Attends and participates in industry events such as trade shows, conferences, and meetings;
- Responsible for maintaining client relationships ranging from cold calls and visits to presentations with existing and prospective customers;
- Expedites the resolution of customer issues or complaints;
- Manages the life cycle of a case from identifying prospects to client meetings to case intake to ongoing project/case management.

JOB REQUIREMENTS:

- Bachelor's degree in Marketing, Business, Engineering, or related field;
- 2+ years' sales experience in selling or marketing of professional services;
- Experience and/or background in the litigation / insurance claims industry, preferred;
- Travel required 25% of the time covering the Philadelphia area;
- Excellent verbal and written communication, interpersonal, and presentation skills;
- Demonstrated aptitude for problem-solving with ability to determine solutions for clients via a consultative sales approach.