

## Business Development Assistant

Are you passionate about education? Be part of a team that utilizes technology to transform the way students learn a new language or discover their passion for STEAM. There is no better place to make an impact – join U+ today!

### About U+ Education:

U+ Education is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We connect highly qualified Canadian teachers with students worldwide for interactive immersion learning in English, French, Spanish, Mandarin, Cantonese, Korean, and Japanese. Beyond language programs, U+ Education has expanded its offerings to include STEAM programs, which encompasses coding and various camp programs to cater to a broad spectrum of students. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within the U+ community.

### About this opportunity:

As a Business Development Assistant, you will be coordinating resources to contribute to lead identification and building healthy U+/customer relationships. You will also be creating solutions and delivering sales targets to promote U+.

Key responsibilities are as follows:

- Coordinating resources to recruit new leads/sales to achieve sales goals.
- Developing new programs for U+ and its partner organizations.
- Leading meetings with a cross-functional project team.
- Organize future programs/workshop (set up date and time, description, and meeting)

- Research potential partnership opportunities and input their contacts.
- Building and maintaining healthy relationships with current U+ Education customers via project management tools such as Monday.com.
- Working in various sectors of the company! Majority of time will be spent on B2C (sales) related tasks, however candidates are expected to take on tasks related to other fields (such as marketing and curriculum development) to gain a variety of experiences.

A great candidate for this position will possess the following:

- Excellent communication, organization, and teamwork skills.
- Innovative thinker and quick problem solver.
- A self-starter who can work independently on multiple projects at once.
- (Previous experience or courses related to business are assets.)

This is a flexible position where you have the option of working in our Markham office (4-205 Torbay Road, Markham, ON), in a hybrid mode, or entirely remotely.