

## Work Study Job Description

<b>Job Title</b>	Business Development Asst.
<b>Organization Name</b>	Chameleon Technologies
<b>Job Location</b>	Kirkland
<b>Address</b>	520 Kirkland Way, #101 Kirkland WA 98033
<b>Pay Rate</b>	\$10 - \$11
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Sandy Estes
<b>Phone Number</b>	425-827-1173
<b>Email Address</b>	Melissa@chameleontechinc.com
<b>Website</b>	<a href="http://www.chameleontechinc.com">http://www.chameleontechinc.com</a>

### Nature of Organization

Technical staffing & professional services firm, matching technically skilled professionals to contract and permanent positions in regional companies

### Duties and Responsibilities

Provide support to our Business Development Team  
 Perform reference checks for submitted candidates  
 Preparation of contract modifications  
 Assist with creation and sending of marketing e-mails  
 Industry Research for business development  
 Sourcing Prospective Clients

### Minimum Qualifications

Proficient in Microsoft Office to include Word, Excel, Outlook  
 Excellent verbal and written communications skills  
 Highly organized and self sufficient  
 Takes direction well

### Educational Benefits

Opportunity to be exposed to all facets of Business Development via shadowing of our Business Development Managers

Training on reference checks

Instruction on sourcing using the internet for Industry Research

Training and experience on our recruiting and Applicant tracking software

**How to Apply**

Send resume to: [Melissa@chameleontechinc.com](mailto:Melissa@chameleontechinc.com)

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Job Number: 40CHAM01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%