



## Business Development Intern

<b>Location:</b>	South Bend, IN	<b>FLSA Status:</b>	1099 Contract
<b>Department:</b>	Business Development	<b>Education Level:</b>	Some college credit
<b>Reports To:</b>	VP, Business Development	<b>Revision Date:</b>	January 22, 2017

### Company Description:

Harmony Healthcare IT provides technology solutions for healthcare organizations by safeguarding protected clinical information, increasing productivity and maximizing cash flow. We specialize solely in healthcare technology – driving accessibility, security, efficiency and quality for our customers who rely on accurate clinical data to provide care for their patients. We are best known for our excellence in data extraction, migration and retention of healthcare records ensuring system reliability and data integrity 24/7. We are growing and seek to add key members to our team to help continue our mission of helping the healthcare system work better for everyone.

### Position Summary:

The **Business Development Intern** will report to the Vice President of Business Development and will have an opportunity to gain frontline exposure to the sales process while assisting with various aspects of the sales process at Harmony Healthcare IT. We are seeking a candidate who has excellent communication and organizational skills, is interested in learning the sales process from the ground up and has career aspirations of making a career in sales.

### Primary Responsibilities:

- Identifying target hospitals and health systems
- Assist with lead generation
- Assist with cultivation of existing leads and prospects
- Assist with the generation of sales materials and documents
- Assist with distribution of communications to current and prospective clients
- Conduct market research
- Other duties as assigned

### Required Qualifications:

- Currently enrolled in an undergraduate business program.
- Strong communication and writing skills
- Experience in MS Office Suite.

### Preferred Qualifications and Soft Skills:

- Entrepreneurial spirit
- Assertive and engaging personality
- Self-starting and disciplined work ethic (function independently with little direction)
- Ability to understand and effectively communicate complex technical and analytical concepts
- Strong written and presentation skills
- Ability to work in fast-paced environment