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1. Develop and maintain strong relationships with existing clients and identify opportunities for upselling and cross-selling services.
2. Proactively seek new business opportunities through networking, cold calling, and attending industry events.
3. Conduct meetings with C-level executives to understand their business needs and propose tailored solutions.
4. Provide administrative support, including scheduling meetings, preparing presentations, and managing correspondence.
5. Qualify leads and follow up with prospects to understand their requirements and determine the best course of action.

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1. Bachelor's degree in Business Administration, Marketing, or a related field.
2. Proven experience in relationship building and sales, preferably in the attestation, visa, or corporate services industry.

3. Strong communication skills, with the ability to engage effectively with C-level executives and stakeholders.
4. Fluent in English, with excellent writing and presentation skills.
5. Ability to multitask and prioritize tasks in a fast-paced environment.
6. Proficiency in Microsoft Office and CRM software.

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