



Business Development Representative (Part-time/Long-term Internship)

IDEAS Engineering & Technology, LLC (IDEAS-TEK) is a fast-paced, rapidly growing space technology company focused on high-reliability, mission-critical systems. Our clients include the key government organization and space technology companies. Our focus includes:

Embedded systems | Digital microelectronics | High-performance computing and sensing systems

Come join our nimble team of engineers and scientists in Albuquerque, New Mexico, where you will have an opportunity to LEARN and LEAD. Recognized the last four years by New Mexico Technology Flying 40 as one of the fastest growing companies in New Mexico.

We offer:

- Competitive compensation
- Excellent working environment and benefits (Medical, Dental, Vision, and Life Insurance)
- Retirement plan with company matching and profit sharing
- Flexible schedule; PTO

US Citizenship/Permanent Residency is Required

Duties and Responsibilities

The IDEAS-TEK leadership team is developing and implementing the strategy to become the market leader on the next generation of computing and electronic systems for space. Our efforts are laying out the vision for the growth of IDEAS-TEK based on prior and current successes in the space defense market. Our current focus is to pursue commercial deployment and government funded opportunities to continue advancing technology development and deployment of IDEAS-TEK's technologies to address the challenges the space sector will face in the next decades.

As a Business Development Representative, you will work closely with the leadership team in all aspects of this effort. This includes:

- Assisting in the preparation of proposals, presentations, marketing materials and proposal budgets;
- Performing research related to the technologies, business opportunities, and IDEAS-TEK's business landscape;
- Managing the company's website and social media presence;
- Assisting senior management in networking events;



- This position will report to the Director of Engineering.

Knowledge, Skills and Abilities Required

- In-depth understanding of entire MS Office suite;
- Strong documentation and writing skills;
- Extensive experience managing social media accounts;
- Team player, Methodic, Organized;
- A high aptitude for learning and adapting to new and quickly changing technologies.

EDUCATION- Minimum Qualifications

- High-school diploma.
- Pursuing a degree in business or related field.

Desired Qualifications

- Prior work experience in a technical work environment is desired;
- Pursuing a Bachelor degree in a technical field with interest or a Minor in Business

Working Conditions and Physical Effort

- Work is normally performed in a typical interior/office work environment, with no or very limited exposure to physical risk and limited physical effort required.

IDEAS-TEK is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, gender identity, gender expression, genetic information, disability or any other characteristic protected by law.