



Business Development and Client Success Representative

O3D CODENAME - GROWTH CATALYST

Odyssey3D Inc.

Suite 215, Bergeron Centre for Engineering Excellence

11 Arboretum Lane, M3J 1P3, ON, Canada

Calling all hustlers, creators, misfits, rebels, innovators, and change-markers - we got a hell of an opportunity for you! Think you have what it takes to work @Odyssey3D?

Who we are:

- We use leading-edge virtual reality technology to market real estate in the most realistic way possible – so anyone can take a virtual tour of a space online. We are one of Toronto's fastest growing real estate marketing companies and are ranked in the Top 1% of Matterport 3D tours volume in Canada.
- We service top realtors, brokerages, and businesses by helping them connect real media to digital media in the most seamless way possible. We currently service all of the Greater Toronto Area and have plans to expand to other cities both nationally and globally over the next few years.
- We are on a mission to make Odyssey3D the best company to work for and work with. As millennials interested in personal growth, experiential learning, and leadership development, it is important for us to develop a workplace culture that we LOVE being a part of. This is how we can sustain the motivation, energy, and creative insights to serve our clients with the best way possible!
- We are driven by our unending desire to grow. But not in the superficial sense of the word - we do not only seek to grow our profits, but rather we challenge ourselves to grow in all aspects of life. Whether that be in the late nights we embrace brainstorming our new strategy, the sense of pride from launching a well-crafted service, the vicarious joy in seeing our clients succeed, the moments traversing the highs and lows of progress, or the odyssey that each one of us have embarked on towards self-master.

We adopted a "work anywhere around the globe" policy for 9-months a year for Management and Admin Staff - while our field staff is based in Toronto. As long as the country has cell phone reception and a strong internet speed (50mbps+), our team can work there. This allows us to employ talents and work from anywhere around the world; and we take full advantage of that.

Check us out at www.odyssey3d.ca to learn more about our company, and [Watch Product Video Here](#).

Job Details

We are looking for someone who loves the entrepreneurial environment, is very motivated about growth and is looking to be involved in all aspects of our business. The role will be primarily focused on Growth and Client Success Initiatives, but the ideal candidate will be someone who can thrive in a cross functional role that evolves as the company grows. Your role (See responsibilities below) will be split between 60% routine tasks and 40% project tasks centering around growth, client-experience, and customer support. A typical work day will include engaging and following up with new prospects, handling inbound customer support requests, ensuring the timely delivery of virtual tours, assisting the founding team with cross-functional tasks and laughing over funny memes in our “random” slack channel.

Requirements:

- Excellent communication skills (oral and written)
- Experience with customer service and client management
- Thrives in chaotic and ambiguous environments- be prepared to have your day disrupted with urgent requests
- High attention to detail, design, and aesthetics - You will be associated with a premium marketing brand
- Tech-Savvy - Able to learn several softwares in a short span of time and correspond to a high volume of requests
- Multitasker - can you fry an omelette while juggling balls and reciting Shakespeare?
- Positive attitude, energetic approach, and get-it-done mentality
- Own a high-performance laptop (required for regular rendering/editing as well as uploading/downloading photos or videos)
- Staying reachable off-hours to help with urgent tasks

Assets:

- Prior sales and marketing experience
- Background in architect, design, marketing, film, or journalism
- Experience in customer service jobs
- Graphic design experience
- Experience with Lightroom, Premiere, and Adobe Suite
- Design/Photography/Editing Portfolio
- Experience with Google Suite products
- Experience dealing with confidential information regarding high profile executives

Routine Responsibilities :

- Assist clients over email and phone with bookings and in-bound service requests
- Engage in growth activities - follow-up with prospects and leads, book and attend meetings, make outbound calls, upsell new products and services
- Create and send weekly marketing content for blogs, emails and social media, advertisements
- Manage social media accounts, writing posts, scheduling content via Buffer
- Work closely with the executive team to provide general administrative and organizational support
- Help optimize, automate, and delegate related operational tasks
- Daily Invoice Generation on Quickbooks
- CRM related weekly tasks - calling, emailing, and texting past clients to cultivate a stronger business relationship

Project-Based Responsibilities:

- Coordinate meetings, special events, and conferences
- Design Media Assets: design banners, logos, infographics, signs, flyers, posters, website graphics, and other assets as needed
- Help with various projects related to Google Adwords, Facebook and Instagram Ads to improve our ROI from Digital Ad-Spend (training provided)
- Improve our company's website by implementing various changes to improve our overall conversion rate from online traffic (training provided)
- Help with preparing powerpoint presentations for meetings/webinars
- Basic image and video editing (training provided)
- Research into different software functionalities to optimize internal performance
- Special project management - developing your own project from scratch, executing on deliverables, providing team with updates, flexibility to pivot and change trajectory at a moments notice

What you get out of it:

- Opportunity to be a part of a growing business and work in a start-up environment
- Flexible Work Locations (Here are the places that members of O3D visited in the past 12 months: Colombia, Mexico, India, Hawaii, Spain, Portugal, UK, Italy, Netherlands, Newfoundland, Quebec and New York)
- Covered corporate retreats and events (camping, cottaging, hikes, paragliding, etc.)
- Fully Covered Yearly One-Month Work Abroad Missions (Airfare, Food + Accommodation - Past Missions include Medellin, Colombia - 2019; Tenerife, Spain & Quebec - 2020; TBD - 2021)

- You will be cross-trained in different business departments: Sales & Marketing, Client-Experience, Operations, etc.
- Work beside leading tech entrepreneurs of the B.E.S.T. Lab accelerator and winners of the 2016 Schulich Startup Day Pitch Competition
- Opportunities to meet and receive mentorship from our board of advisors including:
 - **Colin Lynch:** Past Harvard MBA, Mckinsey & Company, Morgan Stanley, and Head of Global Real Estate Investments at TD Asset Management
 - **Sahil Jaggi:** Real Estate Investor and Builder with a \$10MM personal asset portfolio
 - **Andrew Maxwell:** Founder (Disruptive Innovation Hub), Associate Professor (Lassonde School of Engineering)
 - **Chris Carder:** Schulich Entrepreneur in Residence, Co-Director of Entrepreneurial Studies (MBA/IMBA/BBA/iBBA), Serial Entrepreneur
 - Mentorship from the founders of Odyssey3D to help you expand your network
- Build your experience on real-life projects in a fast-paced start-up environment

Contract Details:

- One Year Contract (with a 3-month probation period)
- Full Time Position (40 Hours/Week)
- Work location - "work anywhere around the globe" policy for 9-month (With Certain Exceptions)
- Starting Salary: \$30,000
- Performance-based bonuses + Learning & Health Funds

Further Information:

- About the Founders
- About the CEO
- About our advisors:
 - Sahil Jaggi
 - Colin Lynch

How to apply:

1. Read everything above - We will test you on it!
2. Visit: <https://www.odyssey3d.ca/hustlersonly/>
3. Login with passcode: *Outliers*
4. Finding the job application hint: review all content and product features on the 3D model
5. Your application WILL NOT be considered if you do not follow the application instructions

Good luck!