
Reporting to: Tom Gottlieb / Gary Zolnierek – Managing Partners

Role Description:

The Business analyst is a newer intern position reporting to the managing partners of the VR Business Sales office. VR Austin is part of an extensive network of business intermediaries which sells thousands of businesses every year. VR Business brokers work with “Main Street” and “Middle Market” businesses in order to successfully transition ownership from a seller to new buyers.

The business analyst intern will assist the business partners in every aspect of the business selling process. This involves every detail of the process from establishing new business listings to assisting in the selling and closing process.

Key responsibilities will include, but not limited to:

- Assisting in the new business lead generation process. The nature of the work is to identify possible new business clients and track the progress of those contacts.
- Documenting and maintaining listing record files. Each new business has a tremendous amount of confidential information that must be managed. The intern will assist with ensuring recording, filing, and communicating this information is done so carefully.
- Assisting in developing of business profiles for new customers. Every business client has a business that needs to be marketed. VR creates a Business overview document which summarizes all the key aspects of the business. The intern will work with the owners and agents in the office to create and manage these profiles.
- Creating financial business valuations with the partners. Prior to actively marketing each business, VR establishes an estimated value or suggested selling price. This is completed after careful and diligent review and compilation of data received from the selling company. The intern will assist the VR office in preparing these evaluations.
- Searching for businesses that can make acquisitions of new listings. The intern will be asked to perform research of possible acquisition companies of the VR clients. The VR office represents the sellers of the businesses in Central Texas. Often, the buyers will come from outside the region and often from similar business backgrounds. The intern will search out for possible links to companies who might want to add on or acquire one of the VR listing companies.

- Working with potential buyers on businesses in the office listing inventory. Potential buyers come to VR, to make acquisitions, from many contact points. The intern position will be required to discuss company listings by phone, in meetings, and or other forms of communication with potential buyers. Diligent and professional communication is key.

- Following up with both clients and potential business buyers on closing deals. The selling process is very long and involved. The intern will assist the VR office owners and sales agents to effectively manage the entire process, especially in the final areas of closings where thorough detail management is important to finalizing a successful transaction.

- Managing the process around buyer tracking of deals being offered

- Being responsible for weekly business metrics (deals, marketing, responses, etc)

- Other duties as assigned. The VR office has numerous deals the company works on from week to week. There are numerous details that have to be accounted for and managed continuously. The intern will work closely with the VR team to track and complete all necessary details for the overall success of the office team.

Desired Experience / Background of the intern position:

- Individual who is working toward a degree in Business
- Familiarity with financial statements
- Motivated, self-starter who knows how to get things done
- Team player, able to work well with others
- Computer skills: Word, Excel, internet, etc
- Good written and verbal communications skills

Compensation: Negotiable

Hours of work: Weekly, flexible; approximately 20 hours per week

Location: 11940 Jollyville Rd; Austin, TX 78759

Contact:

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