

Job Description: Business Development

Job Summary/Objective:

Responsible for assisting the organisation to acquire new customers and sell additional products or services to existing customer base.

Responsibilities & duties:

- Develop growth strategies and plans
- Manage and retain relationships with existing clients
- Increase client base
- Maintain in-depth knowledge of business products and value proposition
- Prepare/write business proposals
- Negotiate with stakeholders
- Identify and map business strengths and customer needs
- Research business opportunities and viable income streams
- Follow industry trends locally and internationally
- Draft and review contracts
- Report on successes and areas needing improvements

Skills/Attributes required:

- Excellent verbal and written English communication skills
- Negotiation skills
- Strong stakeholder management skills
- Experience with design and implementation of business development strategies
- Strong time management skills
- Experience with MS Office including Word, Excel, and Outlook
- Experience working with Western companies (preferred)

Qualifications/Experience required:

- Bachelor's Degree preferably in Business Development, Finance or Marketing
- 3-4 years of experience in Business Development (preferred)