



## Business Development Manager

- **Vacancy for:** 1
- **Posted on:** Aug. 10, 2017
- **Deadline:** Sept. 6, 2017, 11:55 p.m.

### Basic Job Information

Job Category	: Construction / Engineering / Architects > Business/Product Development
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Good Commanding In Ms Office Package, Excellent Written & Verbal Communication

### Other Specification

- Bachelor in Business Administration with at least 3 years of relevant experience or MBA with Engineering Background is preferred

### Job Description

- Identifying potential business opportunities in Energy and Infrastructure Sectors
- Analyses EOIs as per company's capabilities and prepare required documents
- Prepare proposal for different projects
- Work closely with top management for business development
- Ability to maintain relationships with clients by providing constant assistance, information and guidance
- Liaise with Government agencies/ Private sector developers / External Events Organizers and technical specialists with guidance from the senior management for business development, and partnership opportunities with potential partners
- Maintain internal database of list of upcoming projects from government and private sectors
- Network and liaise with clients and potential clients for value added activities like interviews and briefings
- Delivery of weekly status report (WSR) and Monthly Progress report and regular achievement analysis every month.
- Complete any additional activities necessary to fulfill the objectives of the position efficiently
- Cross trained and able to assist and contribute to any functional areas and support of critical ad hoc and time sensitive projects
- Able to train and orient new hires to the team
- Ability to work independently while meeting individual and team targets and deadline

### Applying Procedure

Apply Link : <https://merojob.com/business-development-manager-98/>

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