



Business Development Officer

- **Vacancy for:** 4
- **Posted on:** Dec. 3, 2017
- **Deadline:** Dec. 14, 2017, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Bachelors in business administration, sales or marketing
 - At least one-year experience in corporate sales
 - Strong communication and interpersonal skills with aptitude in building relationships with professionals of all organizational levels
 - Excellent organizational skills
 - Ability in problem-solving and negotiation
 - Highly self-motivated
 - Strong IT skills
 - Open to travel out of country
 - Has own transportation
 - Able to multitask, prioritize, and manage time efficiently
 - Goal-oriented, organized team player
 - In-depth understanding of company key clients and their position in the industry
 - Eager to expand company with new sales, clients, and territories
 - Able to analyze data and sales statistics and translate results into better solutions
 - Excellent verbal and written communication skills; must be a listener, a presenter, and a people-person
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Job Description

- Playing an integral role in new business pitches and hold responsibility for the effective on-boarding of new clients
- Developing trust relationships with a portfolio of major clients to ensure they do not turn to competition
- Acquiring a thorough understanding of key clients' needs and requirements
- Responsible for the development and achievement of sales through the direct sales channel
- Play an integral part in generating new sales that will turn into long-lasting relationships
- Ensure the correct solutions are delivered to clients in a timely manner
- Serve as the link of communication between key clients and internal teams
- Resolve any issues and problems faced by clients and deal with complaints to maintain trust
- Support the client and all stake holders associated with the provision of solution to the client
- Supervise the customer service team to ensure the clients and its stakeholders satisfied with the customer service
- Prepare regular reports of progress and forecasts to internal and external stakeholders
- Direct Reporting to the CEO
- Any other responsibility as may be allotted by the CEO

NOTE:

Salary: Very attractive/ incentives and benefits

Experience: At least one to two years preferred

Applying Procedure

Apply Link : <https://merojob.com/business-development-officer-230/>

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