



Business Development Officer

- **Vacancy for:** 5
- **Posted on:** June 17, 2018
- **Deadline:** June 24, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Marketing / Advertising / Customer Service
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 2 years

Other Specification

- Bachelor's degree in marketing, engineering, finance, accounting or related field
 - Minimum 2 years' working experience in business role
 - Possess very good sales skills
 - Vehicle with valid license
 - Analytical skills: Business development officers must be analytical thinkers with the ability to analyze new and prospective opportunities in business
 - Project skills: Ability to manage project effectively with developed goals and procedures for its implementation
 - Possess problem solving skills
 - Networking skills: She/He should have the ability to build and maintain relationships and contacts in and outside the company
 - Marketing skills: The officer in charge of business development should be able to pitch to clients on company's new and available goods and services
 - IT/ computer skills: She/He must be able to use the computer and similar gadgets and make presentation
 - Organizational skills: She/He must have the ability to stay put on assignments
 - Ability to work under pressure and still meet up with given deadlines
 - Good negotiation skills: The ability to dialogue with clients and arrive at a mutually beneficial outcome is important to the work of business development officer
 - Planning skills: The officer should have the ability to plan for a project and follow it up to its completion
 - Possession of people skills: She/He should have the ability to effectively cope with colleagues and clients and move them towards accomplishing certain tasks and goals
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Job Description

- Engage in market research and activities to identify new opportunities for business
- Work with sales targets
- Develop business proposals for existing and new customers
- Explain prospects and customers about the various benefits offered by company products or services; following them up to close the business deals
- Respond to queries and complaints from clients as regards the company's products; this should be done in a timely fashion
- Analyze current and past sales, product deficiencies, and revenues. This enables him/her to provide recommendations for the company's business growth and resolution of problems
- Develop innovative strategies for retaining clients; this includes undertaking interviews in order to get feedback and incorporate it into the growth plan
- Develop comprehensive knowledge about the business and its development practices, its marketing activities, prospective clients, and the trends for the industry
- Participate in forums related to the industry; conferences and client discussions. In other words, act as a representative of the company
- Determine cross-selling opportunities among different departments

Note:
Preference will be given to candidates who plan to stay and grow with our company for the foreseeable future

Applying Procedure

Apply Link : <https://merojob.com/business-development-officer-276/>

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