

Department	HUMAN RESOURCE MANAGEMENT	Applicability	Recruitment
Document Type	1 PAGE OVERVIEW		
Document Sub-Type	BUSINESS DEVELOPMENT MANAGER	Author	Team, HR

Introduction: You will be fully responsible for acquiring & transitioning new business to operations using a variety of channels like portals, online ads, etc.

Candidate Profile:

1. 5 Days Week. Work timings: 3:30 p.m. – 12:30 a.m.
2. Computer Proficiency: Very Good required for:
 1. Internet Browsing
 2. MS Excel (Preferred)
 3. Google Sheets (Preferred)
 4. Knowledge of job portals like Upwork mandatory.
3. Qualification:
 1. Minimum Graduate
 2. Computer & other certifications preferred
 3. Should have worked for IT services client acquisition or business development for at least 2 years.
4. Skills required:
 1. Excellent communication skills (Written & Oral)
 2. Negotiation and Persuasion Skills
 3. Research and Strategy
 4. Project Management Skills
 5. Proactive and initiative taking ability
 6. Problem Solving Skills
5. 2-5 years business development experience is preferable.
6. Detail Oriented Person
7. Salary: 3.5 - 10 lakhs per annum CTC + incentives. Designation and salary will be negotiable for deserving candidates as per their current designation status.
8. No. of positions: 1

Task Profile:

1. Responsible for getting new business by generating leads and developing client relationships.
2. Must be excellent in writing proposals and keeping follow-ups, requirement gathering.
3. Planning and overseeing new marketing initiatives.
4. Researching potential individuals and organizations to find new business deals.

5. Contacting potential clients by email, phone, messaging and portals/ locates or proposes potential business deals by contacting potential partners.
6. Should have hands-on experience of dealing with International clients.
7. Closes new business deals by coordinating requirements; developing and negotiating contracts; and integrating contract requirements with business operations.
8. Knowledge of the Amazon platform (preferred) & digital marketing.
9. Managing a team of 5-6 members.

NOTE: This is a brief & may not be an exhaustive overview of the tasks. This list may be expanded or contracted with due intimation to the incumbent.

I have read & acknowledged the above-mentioned Scope of Work – cum – Job Description document.

Name:

Sign:

Date: