

Position : **Business Development Officer (BDO)**

Department : CEO Secretariat

Reports to : Chief Executive Officer

Working hours : Normal (Monday to Friday 8:00 – 16:30hrs)

Core Responsibility : The Business Development Officer is primarily responsible for growing the Corporations' business portfolio through enhanced development and capitalising on new business and beneficial opportunities and partnerships. The BDO will also be integral in developing the existing market as well as expansion to other Markets.

Core job functions:

- Formulate and manage strategies by developing proposals, responses and presentations to generate new business to achieve the Company's portfolio expansion objectives.
- Formulate and implement strategies to maximize growth and profitability of current businesses.
- Build, maintain and improve relationships with present and prospective stakeholders and strategic partners.
- Analyze, report and incorporate trends in the industry into plans with recommendations for strategic adjustment.
- Develop strong customer relationships to generate high volume of prospective clients.
- Work with the other divisions (IT, Finance, Operations etc) to implement business development initiatives.
- Maximize the use and earning potential of all available land/space

Minimum Requirements:

- Bachelor's Degree in Marketing or related discipline from a recognized institute of study
- Minimum of three [3] years related experience in a Business Development or Marketing position in a firm of comparable operational size.
- Experience in Business to Business negotiations and transactions
- Sound working knowledge of Business development and marketing principles.
- Experience working within business environments across diverse cultures.