



## **Job Description: Business Development Trainee**

**Company Profile:** ExpertLancing is a leading patent research and analysis firm based in Gurgaon. We provide services in the form of Patent searches, Patent drafting, Patent landscape report, Patent portfolio management etc.

Our vision is to provide full spectrum of expert IP solutions, across all technological domains to its clients.

We are looking for the **candidates** to help us meet our customer acquisition and revenue growth targets by keeping the company competitive and innovative.

**Designation:** Business Development Trainee

**Business Unit:** Business Development

**Location:** Gurgaon

**Jurisdiction:** USA, APAC and Europe

### **Roles & Responsibilities:**

- Responsible to generate leads for web meeting through cold calls and emails.
- Researching organizations and individuals online to identify new leads and potential new markets.
- Planning and overseeing new marketing initiative
- Contacting potential clients via email or phone to establish rapport and set up meetings
- **Achieving growth and hitting sales targets successfully.**
- Building and cultivating prospect relationships by initiating communications and conducting follow-up communications in order to move opportunities through the sales funnel.
- Communicating effectively with clients for determining the scope of searches and drafting informative reports that clarify and summarize search results
- Managing data for new and prospective clients within CRM, ensuring all communications are logged, information is accurate and documents are attached
- **Understanding client needs and offering solutions and support**
- Maintaining database of prospective client information

### **Skills & Competencies Required:**

- Excellent verbal and written communication skills
- Presentation Skills
- Excellent client servicing skills

### **Educational Qualification & Experience Required:**

- Any Graduate / Post Graduate can apply
- Hands on MS Office- Advance Excel & Presentation

**Please Note:** There is a bond with a duration of 18 months from the date of joining.