

# Advaithaa Infra – Job Description

## Business Development Associate (BDA)

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**Company:** Advaithaa Infra

**Location:** Hyderabad

**Department:** Corporate Office – Business Development

**Reports To:** Business Development Manager / Project Director

**Employment Type:** Full-time

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### 1. Position Overview

The **Business Development Associate (BDA)** supports Advaithaa Infra's growth strategy by identifying new business opportunities, conducting market research, coordinating with landowners and investors, and preparing project documentation. This role provides comprehensive exposure to the full real estate development lifecycle—from land sourcing and feasibility assessment to investor coordination and project handoff. Ideal for motivated, detail-oriented professionals eager to develop expertise in real estate project development and business structuring.

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### 2. Key Responsibilities

#### A. Market Research and Lead Generation

- Research and identify potential land parcels, developers, and joint venture opportunities across Hyderabad and surrounding growth corridors.
- Gather market intelligence on pricing trends, competitor projects, regulatory changes, and upcoming development zones.
- Build and maintain a comprehensive database of potential landowners, brokers, and investment partners.
- Analyze demographic data and demand patterns to identify growth opportunities for targeted locations.

#### B. Business Support and Project Coordination

- Support the Business Development Manager in preparing project proposals, presentations, and feasibility reports.

- Assist in arranging and coordinating meetings with landowners, investors, architects, and consultants.
- Follow up on leads and document all interactions, meetings, and correspondence related to new opportunities.
- Support due diligence activities including basic title verification and regulatory compliance checks.
- Assist in preparing Memoranda of Understanding (MoU) and project term sheets for review.

## **C. Documentation, Analysis, and Reporting**

- Maintain and organize business development files, agreements, and communication records.
- Coordinate with legal, design, and finance departments to gather information for project evaluations.
- Prepare daily, weekly, and monthly progress reports on lead pipeline, market activities, and deal status.
- Assist in financial modeling and ROI calculations under the guidance of the finance team.
- Maintain project databases and track milestone progress.

## **D. Communication and Relationship Management**

- Communicate professionally with clients, brokers, landowners, and external agencies.
- Represent the company at property exhibitions, industry events, and networking meetings.
- Assist in investor presentations and provide timely follow-up communications.
- Maintain professional confidentiality regarding deal information and proprietary project details.

## **E. Market Intelligence and Strategic Support**

- Monitor competitor activities, project launches, and market developments in key micro-markets.
- Prepare market research summaries and competitor analysis reports for management review.
- Identify emerging opportunities in new residential, commercial, or mixed-use segments.
- Support strategic planning initiatives and provide data-driven insights to the BD team.

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# **3. Required Skills and Competencies**

- **Real Estate Fundamentals:** Basic understanding of real estate development models, JDA/JV structures, and project documentation.
  - **Communication:** Strong written and verbal communication skills; ability to interact professionally with diverse stakeholders.
  - **Analytical Ability:** Analytical mindset with proficiency in Excel, PowerPoint, and presentation tools; comfortable with financial data analysis.
  - **Organization:** Excellent organizational skills; capable of managing multiple tasks, leads, and deadlines with minimal supervision.
  - **Research and Data Management:** Strong research capabilities and ability to maintain accurate, organized databases.
  - **Relationship Building:** Natural inclination toward networking and building professional relationships across stakeholders.
  - **Technical Proficiency:** Proficiency in MS Office applications and basic familiarity with CRM systems or real estate databases.
  - **Language Skills:** Fluency in English; proficiency in Telugu and Hindi preferred for stakeholder engagement.
  - **Attention to Detail:** Meticulous approach to documentation and accuracy in reporting.
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## 4. Qualifications and Experience

- **Education:** Graduate degree in Real Estate, Business Administration, Marketing, or related field; MBA preferred.
  - **Experience:** 1–3 years in real estate sales, business development, market research, or related roles; fresh graduates with strong communication skills and genuine interest in real estate development are encouraged to apply.
  - **Technical Skills:** Proficiency in Excel and PowerPoint; familiarity with real estate databases or CRM systems a plus.
  - **Preferred Qualifications:** Experience in the Hyderabad or South India real estate market; exposure to infrastructure or property development projects; RERA awareness.
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## 5. Work Conditions and Career Growth

- **Work Schedule:** Monday to Saturday (2<sup>nd</sup> and 4<sup>th</sup> Saturday Half days).
- **Location:** Corporate Office, Hyderabad with occasional travel to potential project sites and market research locations.
- **Work Environment:** Fast-paced, dynamic environment requiring proactive problem-solving and adaptability.

- **Career Progression:** Clear pathway to **Business Development Executive** or **Senior Business Development Associate** within 2–3 years based on performance, deal support contribution, and demonstrated market understanding.
  - **Professional Development:** Opportunity to expand expertise in land acquisition, financial structuring, investor relations, and project development as the company grows.
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## 6. Compensation and Benefits

- **CTC Range:** As per industry norms (negotiable based on experience and qualifications).
  - **Performance Incentives:** Linked to lead quality, successful deal support, project milestones, and revenue achievement from new initiatives.
  - **Additional Benefits:** Performance bonuses, travel allowance, professional development support, health insurance, and other benefits as per company policy.
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## 7. Personal Attributes and Personality Profile

- Motivated and eager to learn with a genuine interest in real estate development and business growth.
  - Detail-oriented with strong organizational and time management abilities.
  - Proactive and self-driven with ability to work independently and take initiative.
  - Adaptable and flexible to changing priorities and market conditions.
  - Strong interpersonal and networking abilities with natural relationship-building inclination.
  - Enthusiastic about client and stakeholder interaction with professional communication approach.
  - Trustworthy and ethical with commitment to maintaining confidentiality and professional standards.
  - Problem-solver with analytical mindset and ability to think strategically.
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## 8. Core Values Alignment

Every team member at Advaitaa Infra must embody:

- **Integrity** – Ethical conduct in all interactions, transparent communication, and honest representation of project details and opportunities.

- **Commitment** – Dedication to supporting high-quality business development, assisting in deal structuring, and contributing to sustainable company growth.
- **Growth** – Continuous learning mindset, proactive contribution to expanding the deal pipeline, and commitment to personal and professional development.