

## Job description

We are searching for an innovative, well-organized **Business Development Officer/Executive**, to join our company's **Business Development Department** location every **Districts** of **India**.

Your role as a **Business Development Officer/Executive**, to promote/pitch our client products and services to individuals, businesses and government organizations. It may be domestic (within their respective hometown), nearby cities/districts, or a combination of both. As well as approaching potential customers with the aim of winning new business for the clients, you'll strive to maintain good relationships with customer, gaining repeat business wherever possible.

### *Types of Business Development Officer/Executive*

Also known as sales representatives, sales consultants, or business development representatives, sales executives, usually operate within one of two main categories of sales/marketing:

- Business to Business (**B2B**)
- Business to Customer or Consumer (**B2C**).

### **Responsibilities**

As a **Business Development Officer/Executive**, your duties will differ if you're working in **B2B** or **B2C** promotion.

In **B2B** promotion, you'll need to:

- build good working relationships
- understand the needs of your business customers
- research the market and related products
- present the product or service favorably and in a structured professional way face-to-face.

In **B2C** promotion, your responsibilities include:

- listen to customer requirements and present appropriately to make a promotion/pitch the product accordingly
- maintain and develop relationships with existing customers in person and via telephone calls and emails
- cold call to arrange meetings with potential customers to prospect for new business
- respond to incoming email and phone enquiries
- act as a contact between a company and its existing and potential markets
- negotiate the terms of an agreement and close sales
- gather market and customer information
- challenge any objections with a view to getting the customer to buy
- advise on forthcoming product developments and discuss special promotions
- make accurate, rapid cost calculations and providing customers with quotations. For both roles, you'll be required to:
- negotiate on specifications with customer and managers
- record customer and order information, sharing copies on google form, or entering figures into an online system
- represent the company at events and demonstrations
- feed future buying trends back to employers
- review your own business performance, aiming to meet or exceed targets

- attend team meetings and share best practice with colleagues.

**Employment Type**

Full-time