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| **JOB DESCRIPTION: Business Development Executive** | | | |
| Title | **Business Development Executive** | Department | **Business Development** |
| Report to | **TRAN THI HA MY** | Line Manager’s title | **Business Analysis & Controlling Manager** |
| Name | **Vu Le Mai Thao** | Issue Date | 05.07.2023 |
| **Duties & Responsibilities** | | | |
| * Perform all duties assigned by the Managing Director and act in the best interest of the Company. * Develop a deep understanding of company services. * Conduct daily and weekly monitoring of business opportunities, take responsibility for data integrity and continuously improve efficiency and comprehensiveness. * Undertake desk-based research about market trends, customers and competitors to support the Business Development team in identifying and developing new lead opportunities. * Monitor potential opportunities, update reporting on ongoing project status. * Prepare proposals, documents for Sales activities and follow up until winning the contract. * Support Business Development team in general business development activity where necessary, such as preparing for and supporting events, clients’ visits and meetings etc. * Manage and maintain CRM system. * Approach personal network and company network of existing leads and further establish new contacts. * Respond to inquiries made by clients about company services in a timely and professional manner. * Assist in the development and/ or updating of all Business Development policies and procedures and to assist in implementation and monitoring of use. * Supporting in preparation of Marketing materials * Translation activities (GER/ ENG to Vietnamese) for any publications. | | | |
| **Job Requirements** | | | |
| * University degree in business administration preferred. * At least 02 years of working experience in related field. * Proactive – identifies opportunities and acts accordingly. * Attention to details, focused on fact-based decision making. * Strong communication and interpersonal skills. * Being able to respect tight deadlines and work under pressure. * Strong multi-tasking and prioritization skills with the ability to adapt to change. * High computer literacy and good working knowledge of relevant software. * Fluent in English/ German both written and oral. | | | |

I have received this job description and have determined that it accurately reflects this position.

Line Manager’s signature Date Employee Signature Date

*Page 1 of 1*