

JOB VACANCY

HDC(161)-HR/IU/2020/179

16th September 2020

Senior Business Development Officer Business Development, Marketing & Sales

MINIMUM QUALIFICATION & REQUIREMENT

1. Degree or MNQF Level 7 qualification in Finance/Business or relevant field with minimum 4 years' experience in relevant field.

OVERALL SCOPE

Responsible to carry out the business development function of the Corporation and provide comprehensive administrative support.

SCOPE OF WORK

- Develop mechanism to deliver commercial project, under the guidance of HOS.
- Undertake research into the marketability and feasibility of planned projects.
- Prepare Request for Proposals and Bidding Documents of the commercial projects.
- Study product situation and customer views on Company products/services
- Continuously analyze the position of the Company and recommend ways to take advantage of the strength of the Company
- Forecast and identify new trends in the industry through market research.
- Plan, organize and implement business development strategies in consultation with supervisor.
- Prepare Business Plan and other required publications from the company.
- Formulate policies and procedures as directed by the HOD/supervisor and review, evaluate and update work methods and procedures as instructed by HOD.

JOB SKILLS AND SPECIFICATIONS

- Basic knowledge of marketing & business concepts.
- Proficient with project feasibility and revenue estimation
- Should be an effective communicator verbally as well as through writing skills.
- Effective and successful negotiation skills
- Basic business management skills
- Should have extensive knowledge on Microsoft Excel
- Ability to manage multiple projects and work to tight deadlines
- Considerable knowledge of Government rules and regulations

SALARY PACKAGE:

Gross Salary between 19,400.00 to 22,800.00 based on qualification and experience.

Application Process:

Send the Job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/jsmxig>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 22nd September 2020 (Tuesday)

Time: 14:00hrs