

Department	HUMAN RESOURCE MANAGEMENT	Applicability	Recruitment
Document Type	1 PAGE OVERVIEW		
Document Sub-Type	BUSINESS DEVELOPMENT MANAGER	Author	Team, HR

Introduction: You will be fully responsible for acquiring & transitioning new business to operations using a variety of channels like portals, online ads, etc.

Candidate Profile:

1. 5 Days Week.
2. Computer Proficiency: Very Good required for:
 1. Internet Browsing
 2. MS Excel (Preferred)
 3. Google Sheets (Preferred)
3. Qualification:
 1. Minimum Graduate
 2. Computer & other certifications preferred
 3. Should have worked for IT services client acquisition or business development for at least 2 years.
4. Skills required:
 1. Excellent communication skills (Written & Oral)
 2. Negotiation and Persuasion Skills
 3. Research and Strategy
 4. Project Management Skills
 5. Proactive and initiative taking ability
 6. Problem Solving Skills
5. 2-5 years business development experience is preferable.
6. Detail Oriented Person
7. Salary: 3.5 - 8 lakhs per annum CTC + incentives. Designation and salary will be negotiable for deserving candidates as per their current designation status.
8. No. of positions: 2

Task Profile:

1. Getting business from portals like Upwork, Guru, Freelancer and other platforms.
2. Responsible for getting new business by generating leads and developing client relationships.
3. Must be excellent in writing proposals and keeping follow-ups, requirement gathering.
4. Planning and overseeing new marketing initiatives.
5. Researching potential individuals and organizations to find new business deals.
6. Contacting potential clients by email, phone, messaging and portals/ locates or proposes potential business deals by contacting potential partners.
7. Should have hands-on experience of dealing with International clients.
8. Closes new business deals by coordinating requirements; developing and negotiating contracts; and integrating contract requirements with business operations.
9. Managing a team of 5-6 members.

NOTE: This is a brief & may not be an exhaustive overview of the tasks. This list may be expanded or contracted with due intimation to the incumbent.

I have read & acknowledged the above-mentioned Scope of Work – cum – Job Description document.

Name:

Sign:

Date: