

Department	BUSINESS DEVELOPMENT	Applicability	Recruitment
Document Type	Job Description		
Document Subtype	Business Development	Author	Team, HR

Introduction: You will be responsible for handling the team, online bidding and getting clients.

Candidate Profile:

1. 5 Days Week.
2. Qualification:
 - a. Minimum Graduate
 - a. Post graduation (Preferred)
3. Min 6 months of experience in bidding (Upwork, Guru and Freelance). Experience in sales is preferred.
4. Detail oriented person and should possess good English communication skills.
5. Salary (negotiable): 1.5 - 3.5 Lakhs per annum CTC.
6. For experienced candidates, a better salary package can be considered.
7. No. of positions: 3

Required Skills & Abilities:

1. Generate business via portals like Upwork, Guru and Freelance.
2. Preferably should have knowledge of both or either Digital Marketing and Website Development (Shopify & Wordpress).
3. Explore and develop new business opportunities and understand client's requirements and acquisition.
4. Bringing new projects through online bidding.
5. Client communication & proposal making/ writing.
6. Work with team members to identify and manage risks.

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: