



JOB DESCRIPTION

Job Title/Role:	BD Executive		
Department:	Business Development	Shift Timings:	Flexible - 24x7
Reporting To:	Manager or AVP BD	No. of position:	02 (Two)
Work Location:	Bhayander, Mumbai	Level / Grade:	5

Type of position:	Management skills:	Total Experience: >8 years
Full Time	<ul style="list-style-type: none">Ability to follow instructionsCold Calling and following outlined BD strategyProactive and AdaptableProvide solutionsCollaborate	Relevant Experience: >1 year
		Age: 22 - 35 years
Suggest search keywords: BD Exec, Sales Officer, Business Development Executive, Sales and Marketing Officer, New Account Acquisition, Revenue Generation Lead, Lead Generation, Cold Calling		

Education requirement:	Other skills:
<ul style="list-style-type: none">GraduatePreferable Degree, Diploma, Certification in Sales and Marketing	<ul style="list-style-type: none">Good Communication SkillsShould have strong research and rapport building skills

Roles and responsibilities:
<ul style="list-style-type: none">New revenue generation increase of US\$100K per quarterMeet cold calling targets set daily, weekly, monthlyLead generation of 12 leads every quarterDraft Responses to RFX documentsDevelop marketing collateral for Epicenter website, templates for reporting, dashboards, presentations, case studies, whitepapers and other material required for BD activities and board level reportsDevelop and adhere to organizations ISO and ISMS requirements

Technical skills:
<ul style="list-style-type: none">Excellent written and spoken EnglishAbility to make cold callsDevelop and tweak calling pitch to generate leadsGood knowledge of MS OfficeProficient with MS Power point and basic ability to build presentations, case studies and whitepapersRelationship ManagementBusiness communication skills