

As a Business Development Executive, your duties and responsibilities are as follow:

You will be responsible for a variety of duties related to attracting new customers and retaining existing business. your duties and responsibilities include:

- Researching businesses, individuals and industry trends to identify potential new clients and markets and ways to serve existing clients better
- Contacting potential new clients using phone and email to gauge interest and plan meetings
- Preparing client presentations and materials, including PowerPoint and sales displays
- Meeting new and existing clients in person
- Negotiating business terms with new and existing clients using phone, email and in-person meetings
- Setting sales goals and ensuring sales team meets them
- Working with senior team members to manage risks
- Training and mentoring sales team members
- Preparing and delivering pitches to potential investors
- Attending networking opportunities including conferences and industry events