

Job Description: Business Development Executive

Experience: 3 to 5 Years

Salary: As discussed

Job Summary

We are looking for a dynamic Business Development Executive (BDE) to drive business growth by identifying new opportunities, building client relationships, and achieving sales targets. The candidate should be proactive, target-driven, and possess strong communication skills.

Key Responsibilities

- 1 Identify and develop new business opportunities
- 2 Generate leads through networking, cold calling, and market research
- 3 Build and maintain strong client relationships
- 4 Present company products/services to potential clients
- 5 Prepare proposals, quotations, and negotiate deals
- 6 Achieve sales targets
- 7 Maintain sales and client records
- 8 Coordinate with internal teams for delivery
- 9 Track market trends and competitors

Required Skills

- 1 Strong communication and negotiation skills
- 2 Good interpersonal skills
- 3 Target-oriented mindset
- 4 Knowledge of MS Office/CRM tools
- 5 Problem-solving ability