

## **Post: Business Development Manager**

### **Qualifications & Skills required**

- Bachelor's degree in Business Administration, Sales, Marketing or relevant field
- Proven working experience as a business development manager, sales executive or a relevant role
- Proven sales track record
- Experience in customer support is a plus
- Proficiency in MS Office and CRM software (e.g. Salesforce)
- Proficiency in English
- Market knowledge
- Communication and negotiation skills
- Ability to build rapport
- Time management and planning skills

### **Job Description**

1. Handle all incoming queries about university courses and act as a consultant and guide prospects in their decisions for our courses.
2. Staying current with university admission processes and requirements.
3. Maintaining accurate knowledge of educational legislation, trends, developments and resources.
4. Counsel and guide the aspiring candidates as per their requirements about the various career options by highlighting the benefits of required course.
5. Communicate our products and services via Face to Face, Calling and E-mail.
6. Counselling and effective follow up with the leads/prospects.
7. Converting leads / prospectus generated through various sources into admission.
8. Handle Inbound and Outbound Calls.
9. Meeting coordinators for business generation.
10. Conducting Seminars.

11. Come up with different initiatives and ideas to generate more leads.
12. Document and update CRM with daily activities as required & sharing it with the reporting manager.
13. Maintain, build and update calling/mailing databases.
14. Developing a Strong Network of Business Associates.