

## Business Development Officer (Islamabad)

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Company: Jawad Khan

Location: , Islamabad Capital Territory, Pakistan

Category: other-general

Employer: Jawad Khan Industry: Telecommunications Location: Islamabad In this role you will follow an individual work plan, meet day-to-day short-term objectives and resolve issues through immediate action or short-term planning. You will identify and complete new Vendor Registrations and Assessments. Moreover, you will source tenders (RFPs, RFIs and RFQs) through different channels. You will also be responsible for evaluating these tenders, identifying the core requirements and communicating them to the management.

**Key Responsibilities:**

- Management of the RFI/RFP process and vendor registration in close partnership with Account Managers
- Understand strategies for assigned services and proactively drive initiatives to meet the set targets
- Identify and complete new Vendor Registrations and Assessments
- Accountable for achieving monthly targets globally
- Understand the competitive landscape and translation / localisation industry
- Engage in market research in order to identify new opportunities for business and report on competitive activities and trends
- Create and improve proposals for our existing and new clients.
- Manage customer contacts and mailing lists
- Develop comprehensive knowledge about the business and its development practices, its marketing activities, prospective clients, and the trends for the industry

**Requirements:**

- Completed Bachelor's degree in Commerce, Marketing or Business Administration
- Minimum 1 year relevant BD experience
- Strong command on communication skills in English, both written and verbal
- Exemplary persuasive skills
- Consistently achieve and exceed agreed objectives with strong planning, analytical and organisational skills
- Understanding of market dynamics and a sound business judgement
- Strong project management and leadership skills
- Excel, Word and PowerPoint skills a big

plus (formulas, pivot tables, macros, lookup tables, etc.)What we offer:• You will be joining a rapidly expanding global leader in Translation and Localisation industry and will join us as a core member of our expanding business development team, working with a group of dynamic and energetic individuals globally• You will receive a competitive salary• A collaborative environment with the opportunity to shape the business. We believe that everyone has their own talent and ideas are always more than welcome!• Nobody is too important to talk to. If you have feedback, we believe in sharing constructive criticism• Training programs to develop your professional skills and help you realize your goals Facebook Twitter Email WhatsApp ( Apply at: hr.translinguist@gmail.com )

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