

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-409-2021
Company Name	OMT
Industry	Financial Services
Vacancy	Business Development Specialist
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time
Major(s)	Business Administration
Degree	Bachelor 's degree ; Master's Degree is a plus
Years of Experience	5+ years of experience in business development, account management with proven expertise in reaching sales target, executing and meeting business development goals
Location	Head Office - Badaro, Beirut
Application Deadline	N/A
Remuneration & Benefits	Medical & life insurance NSSF Yearly bonus depending on performance Schooling allowance Transportation
Tasks & Responsibilities	<p>Position Summary:</p> <p>Responsible for generating and evaluating new business opportunities that align with OMT mission and strategic objectives by gathering market data, conducting market analysis and researches. Also responsible for developing new and improved methods for acquiring clients and services through engaging in opportunities and meetings while creating and maintaining mutually advantageous relationships between OMT and third party companies from different sectors.</p> <p>Primary Duties and Responsibilities:</p> <p>Sales / Client Relationship</p> <ul style="list-style-type: none"> <li>• Support in the development of a BD expansion plan by targeting specific markets, clients, partners, etc.</li> <li>• Prepare and conduct high quality presentations that would describe the business services, value proposition, and competitive advantage of OMT</li> </ul>

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- Identify and approach prospects and leads through cold calling, referrals, emails, networking events, customers calls-in, etc...
- Attend business meetings where appropriate to further scope out opportunities & define their requirements
- Close deals with clients / partners that would directly contribute to the growth of the company
- Coordinate with different departments to ensure smooth implementation of new services
- Continuously maintain and develop new relationships with existing and prospect clients/partners
- Follow-up on sales and after sales processes by interacting with clients and ensuring high levels of satisfaction

### Tendering

- Identify, read, and analyse the invitations for RFIs / RFPs and create project briefs and checklists
- Communicate queries with clients / funding agencies
- Coordinate with concerned parties to collect, compile, review, and submit the required RFIs / RFPs

### Research

- Conduct market research and seek out for innovative ways that best help in sourcing quality prospective clients / services
- Gather market intelligence and identify business trends that would support our market positioning

### Others

- Assist in preparing relevant business processes & requirements
- Participate in improvement initiatives and internal projects within the BD department

### Reporting

- Prepare monthly reports to monitor, evaluate and follow up on leads / prospects, sales indicators, market intelligence, etc.
- Provide historical records by maintaining a comprehensive data of the activities carried out

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- Analyse sales and business development trends, evaluate results and recommend action plans

### Key Behavioral Competencies:

- Sound Project/Program Management skills
- Extremely organized with great attention to detail
- Excellent customer service skills
- Ability to negotiate and settle differences quickly and peacefully
- Strong functional skills
- Excellent analytical, logical thinking and problem-solving skills
- Excellent sales & negotiation skills