

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-543-2022
Company Name	OMT
Industry	Financial Services
Vacancy	Senior Business Development Specialist
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time Employment
Major(s)	Business Administration / Economics
Degree	University Degree
Years of Experience	Minimum 5 years
Location	OMT HQ (Sami Soleh)
Remuneration & Benefits	NSSF and Transportation
Currency (LBP, Dollar, Lollar)	Dollar and Lollar
Tasks & Responsibilities	<p>Client Interface Experience &amp; Tendering</p> <ul style="list-style-type: none"> <li>• Identifies and visits prospects and leads</li> <li>• Attends business meetings where Appropriate to further scope out opportunities &amp; define their requirements.</li> <li>• Prepares and conducts high quality presentations that would describe the business services, value proposition, and competitive advantage of OMT.</li> <li>• Leads the tendering process, submits proposals, finalizes contracts' negotiations and closes deals.</li> <li>• Identifies, reads, and analyses the invitations for RFIs / RFPs and creates project briefs and checklists.</li> <li>• Communicates queries with external Stakeholders</li> <li>• Coordinates with concerned parties to collect, compile, review, and submit the required RFIs / RFPs</li> <li>• Maintains a close relationship with billers and identifies any new projects/funds</li> <li>• Coordinates with team members to ensure smooth implementation of new services and projects</li> <li>• Negotiates commercial and technical terms to finalize agreements</li> </ul>

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### Other Business Development activities

- Develops market study and monitors competitors' activities
- Participates in improvement initiatives and internal projects within the Business Development department

### Reporting

- Prepares monthly reports to monitor, evaluate and follow up on leads / prospects, sales indicators, market intelligence, etc.
- Provides historical records by maintaining a comprehensive data of the activities carried out
- Analyses sales and business development trends, evaluates results and recommends action plans