**Business Development Officer Job Summary**

We are looking for an innovative and driven business development officer to join our growing team. The individual in this role would be responsible for analysing our customer base and current sales strategies and identifying opportunities to increase efficiency and profitability. We are seeking a candidate who is creatively-minded and eager to think outside the box when it comes to our customers and their needs. Candidates with a background in sales who are analytically minded and motivated will do well in this role.

**Business Development Officer Duties and Responsibilities**

* Analyse current customer base, including portfolios and rolodexes, to identify potential sales opportunities
* Build strong relationships with customers, outside business contacts, and company stakeholders
* Review and communicate proposals and cost estimates to customers and stakeholders
* Negotiate timelines and budgets
* Develop and test unique business strategies and concepts
* Collaborate with colleagues and peers on the sales, marketing, and product development teams to improve overall customer experience and satisfaction
* Stay up to date on company best practices, policies, products, pricing, and promotions
* Increase overall sales efficiency and profitability through excellent salesmanship

**Business Development Officer Requirements and Qualifications**

* Bachelor’s degree in business, finance, or related field preferred
* 3 – 5 years of Experience in the same field
* Familiarity with relevant software, such as Microsoft Office
* Strong interpersonal and communication skills (both verbal and written)
* Critical thinking skills, analytical, organized
* Creatively-minded, good at thinking ‘outside the box’
* Skills of persuasion
* Computer skills
* Ability to travel when necessary to meet with customers and/or stakeholders and build business relationships
* Ability to work under pressure
* Ability to multi task
* Must be available full time
* Education Industry Experience Preferred
* Ability to communicate in English is a must, Arabic is an additional advantage.