



FAHI DHIRIULHUN CORPORATION

TERMS OF REFERENCE

POST: Business Development Consultant

POST TYPE: Contract (1 Year)

REPORTING RELATIONSHIP: MANAGING DIRECTOR

RESPONSIBILITIES AND DELIVERABLES:

1. Lead, Motivate, Develop and manage the business development team to optimize engagement and performance.
2. Drafting of investment papers and all necessary supporting information in relation to new and existing development opportunities and projects.
3. Monitor the strategic decision for each project in terms of phasing and leveling of investment to ensure alignment with the company goals and marketability.
4. Manage multiple projects, including ground-up mixed-use, social housing etc.
5. Ensure successful completion of project deliverables and contract compliance.
6. Formulate strategies to expand current market.
7. Create and implement target-focused business development strategy.
8. Track real estate trends and innovative development practices, disseminate information to the respective team members and apply the finding to projects as appropriate.
9. Coordinate with external resources such as contractors, surveyors, land use advisors and other consultants.
10. Passionately and quickness in solving problems through creativity and resourcefulness.
11. Build long-term relationships with new and existing investors.
12. Create concepts to new markets and business development opportunities.
13. Participate and contribute to project planning efforts and help projects to reflect business opportunities.
14. Ability to recognize opportunities to collaborate and integrate where ever possible to minimize the cost and maximize relationships.
15. The ability to think conceptually and strategically regarding business challenges combined with a basis for action and proactive approach to problem solving.
16. Analyze statistical financial data.
17. Monitor and report financial performance of existing projects ensuring adherence to approved authorities and expenditure requirements.
18. Create compelling presentation materials to communicate key learnings and recommendations to senior management.
19. Contribute to annual budget formulation including revenue forecast, disbursement requirements and expenditure requirements.



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EDUCATIONAL/SKILL REQUIREMENTS:

1. Bachelor degree or equivalent in related field.
2. Minimum 5-7 years in relevant field.
3. Must have high proficiency with computer software, including Microsoft word, Excel and Outlook.
Advance knowledge in MS. Excel is a must.
4. Self-motivated, ambitious and eager to rapidly build upon current real estate knowledge.
5. Must have outstanding quantitative skills, problem solving skills and decision making skills.
6. Must be able to do multi-task and manage numerous concurrent projects and activities.
7. Must be able to work independently, be reliable and organized.
8. Must have excellent analytical, interpersonal, presentation, written and verbal communication.

REMUNERATION:

NEGOTIABLE

WORKING HOURS:

During weekdays 8:00AM to 16:00PM.