

JOB VACANCY

HDC(161)-HR/IU/2021/486
16th September 2021

**Business Relations Officer
Business Solutions****MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 Qualification in Business/Marketing or Hospitality with minimum 2 years' experience in relevant field. **(OR)**
2. Advanced Diploma or MNQF Level 6 Qualification in Business/Marketing or Hospitality with minimum 5 years' experience in relevant field.

OVERALL SCOPE

Responsible for handling and managing the customer base in the business solutions functions of the Business Solutions & Smart Infrastructure

SCOPE OF WORK

- Arrange business meetings with prospective clients.
- Promote the products/services addressing or predicting clients' objectives.
- Build relationships with key employees among customers.
- Create plans to address clients' business needs.
- Schedule regular meetings with customers to ensure they are satisfied.
- Ensure both the company and clients adhere to contract terms.
- Study competition to find new ways to retain customers and develop new markets.
- Seek new areas of business to meet revenue targets.
- Conduct product/service development & handle products & services portfolio.
- Ensures that sales efforts are progressing and meeting goals, targets, etc. Business/Marketing or Hospitality

JOB SKILLS AND SPECIFICATIONS

- Background in customer service; industry knowledge will be an added advantage.
- Proven experience in the relevant field.
- Proven experience in managing a customer base.
- Proven track record of meeting and exceeding targets.
- Understand how to present features and benefits of product and services to customers with differing needs
- Excellent communication and negotiation skills.
- Problem-solving attitude.
- Ability to manage multiple projects and work to tight deadlines.
- Ability to work as an individual and as a flexible team player.

SALARY PACKAGE:

Gross Salary between 17,000.00 to 18,000.00 based on qualification and experience.

Application Process:

Send the application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/7pdkdn>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 23rd September 2021 (Thursday)

Time: 14:00hrs