



WE'RE HIRING!

 **SVI**
Your Global Solutions Partner

BUSINESS DEVELOPMENT ASSOCIATE

Responsibilities

- Create promotional and sales materials for clients and the public such as business plans, sales pitches, presentations, reference material, and other documents as required in order to grow sales and broaden our market
- Conduct market research and generate strategic plans that will lead to greater revenue
- Contact businesses or potential clients and market/present our Services
- Identify new clients and opportunities, prospecting and lead management
- Assist in the sales and service processes to ensure client satisfaction and build lasting professional relationships

Skills

- Excellent analysis, trouble-shooting and problem-solving skills
- Strong organization and project management skills
- Ability to effectively prioritize and escalate issues as needed
- Excellent verbal and written communication skills
- Ability to perform well under pressure

Qualifications

- Addressing operational concerns and issues, monitoring overall customer satisfaction
- Developing and implementing operational procedures and policies
- Analyzing training needs/requirements
- Excellent interpersonal communication and organizing skills to coordinate project activities
- Ability to communicate with others effectively
- Ability to conduct research for special projects, respond timely inquiries, and present written/ oral briefings
- Ability to work with details and time-sensitive issues
- Good decision-making skills and response to high-pressure situations

Get in touch with SVI-HRD
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For more information, visit
www.svi.com.ph