



# JOB DESCRIPTION

<b>Job Title/Role:</b>	BD Manager		
<b>Department:</b>	Business Development	<b>Shift Timings:</b>	Flexible - 24x7
<b>Reporting To:</b>	AVP BD	<b>No. of position:</b>	03 (Three)
<b>Work Location:</b>	Bhayander, Mumbai	<b>Level / Grade:</b>	3

<b>Type of position:</b>	<b>Management skills:</b>	<b>Total Experience:</b> >8 years
Full Time	<ul style="list-style-type: none"> <li>Ability to follow instructions</li> <li>Cold Calling, developing and following outlined BD strategy</li> <li>Proactive and Adaptable</li> <li>Provide solutions</li> <li>Collaborate</li> </ul>	<b>Relevant Experience:</b> >2 year
		<b>Age:</b> 28 - 45 years
<b>Suggest search keywords:</b> BD Manager, Sales Manager, Business Development Head, Sales and Marketing Manager, Sales Head, New Account Acquisition, Revenue Generation Lead, Lead Generation, Cold Calling		

<b>Education requirement:</b>	<b>Other skills:</b>
<ul style="list-style-type: none"> <li>Graduate</li> <li>Degree, Diploma, Certification in Sales and Marketing</li> </ul>	<ul style="list-style-type: none"> <li>Good Communication Skills</li> <li>Should have strong research, sales and rapport building skills</li> </ul>

<b>Roles and responsibilities:</b>
<ul style="list-style-type: none"> <li>Meet cold calling targets set daily, weekly, monthly</li> <li>Lead generation of 12 leads every quarter</li> <li>Manage and lead the BD Team to generate strong pipeline of prospective business</li> <li>New revenue generation increase of US\$300K per quarter</li> <li>Develop marketing and sales strategy for the company - geography, vertical, service specific</li> <li>Respond to RFX documents, at least 48 hours prior to the due date</li> <li>Train and develop AM and BD executives to meet and exceed lead generation targets (need to set a quarterly number here working backwards on the revenue target we have) by establishing appropriate review and control mechanisms</li> <li>Develop marketing collateral for Epicenter website, templates for reporting, dashboards, presentations, case studies, whitepapers and other material required for BD activities and board level reports</li> <li>Lead client con-calls as well as co-ordinate and manage client and prospect visits to the site</li> <li>Transition new projects right from contractual, pricing requirements to the first 30 days of operations</li> <li>Develop and adhere to organizations ISO and ISMS requirements</li> </ul>

<b>Technical skills:</b>
<ul style="list-style-type: none"> <li>Excellent written and spoken English</li> <li>Ability to make cold calls</li> <li>Develop and tweak calling pitch to generate leads</li> <li>Good knowledge of MS Office</li> <li>Proficient with MS Power point and basic ability to build presentations, case studies and whitepapers</li> <li>Relationship Management</li> <li>Business communication skills</li> </ul>