

Job description

Business Development Officer

The firm

Advantech Consulting (Advantech – www.advantech.co.ke) is a provider of management consultancy services that help organizations get the maximum value from their business investments. We are a progressive and dynamic firm whose consultants have a wealth of experience of over 30 years in various management disciplines which include IT, finance, business process management and monitoring and evaluation and who are driven by the desire to provide consultancy advice that is responsive to our client needs. We build relationships by providing services based on quality and integrity. We are particularly focused on ensuring that our work and the development of our business, benefits the countries in which we work. In addition we have a strategy and client service philosophy that ensures that our clients receive high quality service delivery. We have a Sub Saharan African footprint, we partner and collaborate with International consulting firms and have plans to reach other continents (and sub-continent such as Asia, Middle East and Eastern Europe through strategic collaborations.

Key Responsibilities

- Manage client accounts and meet and exceed targets relating to revenue growth, activities, profit margin, mix of products and services sales, client retention and client acquisition
- Adhere to all quality standards and processes, for the acquisition of clients, opportunities and submission of tender and contract documents
- Bid management processing and manage order levels maintaining the CRM database. Identifying bid opportunities, technical and financial proposal preparation, submission and attending pre-bid meetings and bid openings
- Provide regular feedback to senior management about marketplace and competitor activity
- Develop effective working relationships with clients through regular meetings and identify and obtain further sales and business development opportunities
- Develop practical marketing strategies and campaigns to support sales strategy. Generate new business and raise awareness of other client service and products
- Make business development presentations to potential and existing clients for new services or products
- Identify requirements for new products and services to anticipate and potentially lead the market
- Apply company-wide project management standards in preparing bids and contracts, responding to customer needs and managing the sales process from opportunity identification to client sign off
- Undertake regular project reviews with all involved in these processes to ensure transfer of knowledge

Personal attributes

- Client service - Manages difficult or emotional client situations; Responds promptly to client needs; Meets commitments
- Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions
- Written Communication - Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information
- Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed

- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments
- Quantity - Meets productivity standards; Strives to increase productivity
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly
- Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions
- Innovation - Generates suggestions for improving work

Qualifications and experience

- A first degree in commerce, marketing or business administration
- Professional qualifications in marketing and business development with a bias to marketing professional services
- At least three years demonstrable experience in marketing and selling professional services

Qualified, experienced and interested candidates should forward their CVs to info@advantech.co.ke.