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Business Development Executive

Hiring organization
Conduct Exam Technologies LLP

Position
02

Employment Type
Full-time, Intern

Experience
0 – 2 years (Freshers can also apply)

Job Location
RK House, 1 Ram Vihar Society, Near Backbone Medicity, B/H Twin Star, Nana Mava Chowk, 150 Feet Ring Road, 360002, Rajkot, Gujarat, India

Date Posted
November 20, 2023

Description

Development Executive works to generate new business for a IT company. They are experienced sales professionals who use their skills and experience to the best advantage of the company. These executives are good at handling multiple clients and have very good customer relations skills.They must have strong communication skills and knowledge of bidding portals. Must be familiar with all freelancing sites, able to bid on new projects, generate leads, understand project requirements, handle all clients requirements, provide work quotations and time line requirements. Skill requirements for BDE job, Strong communication, Self-Motivated, Goal Oriented knowledge. Business Development Executive job opportunity in Rajkot also great opportunity for BDE Freshers, Then can also apply for this post.

Responsibilities

- Research & Verification work through internet, email, calling, bidding.
- Build contacts with potential clients to create new business opportunities.
- Providing brief introduction about the organization to the client and convince for business.
- Maintaining relationship with all potential and existing clients.
- Data reporting to management.
- Keep prospective client database updated.
- Lead Generation.
- Cold Calling.
- Understand Project Requirements.
- Work with the project lead and provide work quotations, Cost Estimates, and Timeline Estimation.
- Convert prospects into clients and close the deals.
- Excellent English Communication Skills and Written Skills, Familiar with all Freelancing social sites, Lead Generating from various source.
- Need to get work from bidding portal to create a bid and get response from client.

Skills

- Strong communication and IT fluency
- Creative talents and the ability to solve tough problems
- Excellent time management and organisation
- Hunger to achieve Monthly Target
- Self-Motivated & Goal Oriented.
- Having a knowledge of bidding portal.