

# Looking for a **BUSINESS DEVELOPMENT OFFICER**



كربون دبي  
DUBAI CARBON

Ambition, creativity, and focus. If you're someone who thrives on these traits, are a people's person, and love great coffee - we're looking for you! What will you help us do? Help find sponsorships for the UAE's leading sustainability publications. Generate leads, take on client meetings, present brand new ideas, hit your targets, and be part of making our sponsorship plan happen.

If you have a soft spot for the planet and are a sustainability enthusiast and have worked with publications before, you have a foot in the door. And if you excel under pressure, then you might just be the one.

## **DUTIES AND RESPONSIBILITIES**

### **BRAND AMBASSADOR**

- Incorporation of the corporate identity in appearance, demeanor, values and ethics
- Representing the DCCE brand in a proper professional fashion, to be courteous and express positive attitude at all times
- Assist in increasing brand awareness
- To be familiar with DCCE project services and other relevant DCCE products

### **CLIENT MANAGEMENT**

- Managing the company's interaction with current and potential future clients to improve business
- relationships with customers, specifically focusing on client retention, sales/projects and business development

### **OPERATIONAL**

- Out-bound Cold Calling, Lead Follow ups, account development & management
- Negotiating sponsorships, meeting & presenting to potential clients
- Sales forecasting, planning and execution
- Sponsorship execution supervision and maintaining sponsors' satisfaction / value expectations
- Preparing sponsorship contracts, invitation letters, memos etc.
- Support creating and managing client service strategy
- Creating bespoke sponsorship packages that add commercial value
- Developing existing partnerships to deliver added value and long-term support

- Attending important events to gain new leads/ contacts
- Any other duty delegated by the line manager
- Commercial targets and KPI's as defined
- Update CRM with accurate forecasts, projections, performance and deviations
- Coordinate invoicing and receivables
- Following up with payments (towards sponsors)
- Any other duty delegated by the line manager



If you are interested please follow the link for instructions

<https://bit.ly/2WrrNyL>

[www.dcce.ae](http://www.dcce.ae)