



BFCBHRJ-118 – BUSINESS DEVELOPMENT OFFICER II | Corporate Sales | Bahrain

About the role:

- The Business Development officer is responsible for performance and development of the transactional & volume growth of the Corporate Business department adhering to all compliance policies and standards set by the Company. He would also prepare action plans for effective search of business leads and prospects. Maintain excellent relationship with existing clients to retain them. Understand customer needs, expectations and service levels

Your Responsibilities:

- To get maximum new acquisitions for the respective branch to enhance the branch and overall Corporate Customer base.
- To address client issues to the management immediately.
- To ensure periodic visit to Corporate Customers.
- To motivate the branch staff to get more leads as part of the corporate lead campaign.
- To coordinate with the Corporate Desk of the branch to ensure smooth service for Corporate Customers.
- To achieve the allotted targets for Corporate Business across parameters.
- To bear additional responsibility as and when required for the benefit and betterment of the Organization.
- Achieve profitability objectives as per given targets and monthly budgets.
- Work closely with the branches.
- Assisting the Business Development Manager in performing various managerial functions of the department as directed, providing a superior level of customer relations and service.
- Continual monitoring and analyze competitor products, services, offers and activities, as well as detailed understanding of market trends.
- Adhere to all company policies, procedures and business ethics codes and ensures they are communicated and implemented.
- Ensure full controls are in place to maintain proper and appropriate conduct of business practices by fully implementing the procedures, policies, and control processes.
- Ensure that excellent customer relationships are built and maintained within the community.

About You

- Must be at least a Diploma holder.
- Should have excellent communication skills to read and write in English.
- Strong customer service and relationship management skills.
- Ability to work with MS office package (Word, Excel, Power Point & Outlook).
- Well presented with good work ethics.
- Self-motivated with high levels of drive and energy.
- Excellent sales skills.