

JOB VACANCY

Job Title - Business Development Manager

Reporting to - Chief Operating Officer

Location: -Accra

Job Summary

Works to improve the Company's market position and achieve financial growth. Define long-term organizational strategic targets, builds client relationships, identify business opportunities, negotiate new contracts and consults with management on new trends and market conditions. Manage existing clients and address any issues that arise during the service delivery and bring to the attention of Chief Operating Officer any information that will improve the client's experience.

Responsibilities:

- Manage existing customers by regular visits and addressing promptly any issues or client's complaints that arise; by liaising with the Quality Assurance/Control Manager to find resolutions.
- The Business Development Manager will work with marketing team, Business Development Officer and the General Managers to increase business opportunities, find potential new clients, make presentations to them on aspects of the business of interest to the client and win new business.
- Attending conferences, meetings and industry events; and reporting back to Superior.
- Sending Monthly updates and analysis to clients.
- Researching business opportunities and viable income streams.
- Following industry trends locally and internationally.
- Identifying and mapping business strengths with clients' needs.
- Make presentations on tailor made solutions and new services to clients.
- Liaise with the Sales and Marketing team to conduct customer satisfaction survey, collate and analyze data, report to Management on the results of the analysis and close out any issues that arise with the clients.
- Developing growth strategies and plans.
- Developing business proposals.
- Monitor urgent transactions with the relevant department and update customers on the progress of the transactions.

- Liaise with the Sales and Marketing team to generate quotations per client's request without delays.
- To submit weekly, monthly, and annual reports to the Chief Operating Officer.
- Notify your superior of new clients and agreed rates etc.
- Organize meetings between clients / potential clients and relevant Management team members.
- Liaise with your subordinates to prospect business for all 3 branches (Tema/Accra & Takoradi).
- Be safety, health, and environmentally conscious in the discharge of assigned duties.
- Be anti-bribery inclined in the discharge of assigned duties.
- Perform other assigned duties as and when necessary.

AUTHORITY

- Has control over documents/materials allocated on the job.

PERSON SPECIFICATION

Requirement	Essential/Desirable
Qualifications/Education/Training: First Degree in Marketing or related discipline from an accredited University Master's Degree. Diploma or Advanced Diploma in Port Administration/Logistics/Shipping/Warehouse/ Supply Chain Studies or other related discipline is an added advantage. Licensed Member of a recognized or certified Marketing or Logistics Body/Group.	Essential Desirable Desirable Desirable
Experience: Experience of working in a similar role-minimum of five (5) years post qualification. Experience in working in a Logistics/Transportation/Freight Forwarding Company will be an added advantage.	Essential Essential
Knowledge: Comprehensive knowledge in business development, port operations, logistics, shipping and warehouse management functions. In-depth knowledge of marketing and business development activities. Knowledge and consciousness of secured internal controls and economic implications of breaches of controls in a logistics environment.	Essential Essential Desirable

Skills & Competencies:	
Excellent communication skills, particularly verbal and written and public relations abilities.	Essential
Excellent professional interpersonal and influencing skills	
Excellent leadership and analytical skills.	Essential
Excellent Presentation Skills	Essential
Strong prioritization skills, well organized and ability to manage time and own workload.	Essential
Ability to work flexibly and adapt to changes in the work environment.	
Team player.	Essential
Problem solving skills.	
Negotiation and persuasive skills.	Essential
Maintain confidentiality of sensitive clients and Company issues.	Essential
Research and strategy in order to benchmark competition and keep the Company ahead of it	Essential
Business Intelligence on the business service and conducting marketing analysis to know the Company's current position.	Essential
Data Collection to make accurate analysis	Essential
Project management skills	Essential
Personal Attributes:	
Self-starter and self-motivated.	Essential
Ability to make sound decisions and use own initiative.	Essential
Be creative-ability to come up with ideas.	Essential
Demonstrate sound work ethics.	Essential
Prepared to learn new skills and impart to other personnel.	
Others:	
Computer Literate-ability to use Outlook, Microsoft Word, Excel, Power Point.	Essential
Must be able to Drive and possess a valid Driver's License.	Essential
Ability to organize departmental meetings and trainings for subordinates.	
Willingness to participate in meetings, trainings, presentations, etc.	

How to Apply:

Interested applicants should send their Cover Letter and CV to csahrrecruitment@gmail.com not later than **9th March, 2023**.