

Role : **Assistant Manager-Business Development**
Department : **Marketing**
Qualification : **Postgraduate**
Experience : **5 Years**

Broad Responsibilities:

1. Builds market position by locating, developing, defining, negotiating, and closing business relationships.

Main Duties:

1. Identifies trendsetter ideas by researching industry and related events, publications, and announcements; tracking individual contributors and their accomplishments.
2. Locates or proposes potential business deals by contacting potential partners; discovering and exploring opportunities.
3. Screens potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
4. Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.
5. Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
6. Protects organization's value by keeping information confidential.
7. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
8. Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
9. Apart from the above task, Institute expects your involvement and support for the various promotional activities undertaken by the institute.
10. Other responsibilities may be added as and when required during the course of the year.

