

## Job Description:

**Designation: Executive/Senior Executive-Business Development (Domestic/International)**

### General Summary:

The Business Development Executive role will have goals based on Client Acquisition and Account Management. The incumbent in the **Domestic/International** Sales role should expect to generate leads for new business contracts. In addition, this role is instrumental in supporting an already existing Accounts and Client relationship building.

### Essential Job Functions:

- Extensive IT Services experience in both Project Sales and Technical Staff Augmentation.
- Must be able to do Cold Calling to generate new Clients.
- Fix appointments for the BDM through Cold Calling for closing contract/agreements, etc.
- Knowledge of Technical Support Projects and Application Development Projects.
- To develop a deep understanding of the Staffing Industry processes and the Client Profile.
- Enhance service relationships with current clients.
- Ability to multi-task quickly.
- Be able to convey timelines and appropriate procedures to clients.
- Meet and exceed expectations.
- Ensure tasks are completed within the timeline.
- Track weekly calls and appointments.
- Be responsible for Client relationships and meeting client expectations.
- Process and manage paperwork and correspondence related to all Clients.
- Arrange/Prepare proposals and contracts for clients;
- Ensure Invoices are processed and Payments collected.
- Effectively represent company at various professional forums.
- Protects organization's value by keeping information confidential.

### Qualification and Experience:

- Any Bachelor's / Masters degree preferred (MBA)
- 1-2 years of successful, direct experience in **Domestic/International** Sales

### Skills/Abilities:

- Good Communication Skills.
- Demonstrated ability to relate well to, and understand the needs and interests of, prospective clients in order to develop relationship.
- Demonstrated success in sales and the ability to successfully manage existing business and development of new business.
- Ability to participate in all aspects of the sales cycle.
- Able to work under pressure of deadlines / goals.
- Excellent oral, written and interpersonal skills required.
- Excellent Team player.

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