

Sustainability Excellence Business Development Associate

Sustainability Excellence is a fast-growing firm, based in Jordan, providing a full range of sustainability services to companies and governments in the Arab world. We view sustainability management as the next step in management excellence and central to business innovation and competitiveness. Our clients are amongst the leading companies and organizations in the region in pioneering sustainability management and reporting. They span 6 countries and more than 15 sectors.

Main Tasks:

- To report directly into the Business Development Officer.
- To manage the company's business opportunities in the most effective and efficient manner
- Create and be accountable for client proposals, contracts and any further documentation, following company procedures
- To explore and understand client needs and use consultative skills to develop and present relevant solutions
- To provide timely and accurate management information on potential clients and opportunities
- To proactively contribute to the development of business development processes and resources
- Develop new business relationships, generate and negotiate new clients and opportunities
- Assist organization in keeping and sustaining relations with current and previous clients and stakeholders
- To the level agreed, present the company to potential clients through direct communication in face to face meetings, telephone calls and emails
- Respond to tenders and requests for information in a timely manner
- Ensure our company remains proactive and responsive to prospective clients

Skills Required:

- Strong communication skills in all forms including written, oral, email, telephone, and presentation
- Ability to effectively engage with business representatives on a challenging and leading edge management topic (at all levels ranging from most senior levels to highly technical)
- Ability to listen to and understand client circumstances and considerations, and respond with appropriate solutions
- A positive and determined approach to researching and analysing new business opportunities
- Ability to use own initiative and pay close attention to detail
- Ability to manage and maintain accurate and accessible tailored documentation i.e. presentations/proposals to meet clients needs
- Efficient, highly effective work ethic - able to work in a fast-paced environment, ability to learn quickly
- Ability to think both strategically and operationally
- Ability to work well individually, within a team, and/or leading a team to deliver exceptional results
- Ability to manage and meet deadlines and budgets
- Capable of hands on problem-solving, with ability to generate ideas and solutions
- Highly proficient with computers, Internet, Microsoft Office (Word, Excel, PowerPoint), Microsoft Outlook
- Dedication to the highest levels of quality and ethical conduct
- Strong client management skills and ability to keep promises

Language Proficiency:

- Fluency in English – reading, speaking, writing
- Fluency in Arabic - reading, speaking, writing - is a definite asset

Experience Desired:

- University Degree in business administration or related field
- Minimum 2 years experience in business development and consulting, with a preference for 3-5 years, or notable substitute

For more information please email hr@sustainabilityexcellence.com