

Business Development Assistant Job Description

- Manage the communication of the organization with clients via means like emails, telephones, and websites
- Respond to inquiries made by clients about company products and services in a timely and friendly manner
- Act as link between the organization and the clients to ensure clients take more interest in products and services rendered by the business organization
- Undertake and monitor researches to provide highly needed support for the business development team
- Identify and communicate with new business leads for the organization
- Conduct research and also make delivery on any intelligence that will have strong impact on proposition development for any new investment project of the organization
- Develop good knowledge regarding priority sectors, like market routes and trends; this enables the organization improve on its effectiveness in service delivery
- Provide required support for the organization's business development team, especially in activities relating to account management
- Perform various tasks, like recording minutes during meetings
- Develop operational contacts, which will provide needed support for the tasks undertaken by the organization's business development team
- Contribute to the management of the organization's systems to ensure things are done accurately
- Assist the sales agents of the organization to complete clients visit reports and system development
- Manage reports and management information to ensure the company meets up with requirements made known by clients
- Support the business development manager in sales support when required by him/her

- Work under direction of the business development manager
- Assist the manager to make inquiries on small projects and to handle them from start to finish
- Cooperate in positive manner to the growth of the organization by providing required assistance to relevant staff and organization's partners.