



# Job Description

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<b>Job Title</b> Business Development Executive	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Advertising
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Advertising: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

A Business Development Executive works to improve an organization's market position and achieve financial growth. This person defines long-term organizational strategic goals, builds key customer and landlord relationships, identifies business opportunities, negotiates and closes business deals and maintains extensive knowledge of current market conditions.

The Business Development Executive is entirely responsible for the product at the organisation. Maintains and enhances the organization's Cost of sales register, the listing of all corporate landlords / concessions, to ensure that lease contracts remain current, are paid and costs correctly captured. The priority is to assist our company to retain existing landlords and acquire new landlords and procure additional sites to existing ones. This means the role is a crucial for the organisation's ambition to expand or meet the necessity to diversify its landlords. Furthermore, these sites need to be developed using sound project management principles to find the optimal Media structure at the lowest cost so that maximum revenue is generated for the lowest investment cost.

Business Development Executive work in a senior position within the company. It is their job to work with the internal team, marketing staff, and other managers to increase sales opportunities and thereby maximize revenue for their organization. To achieve this, they need to find potential new landlords, present to them, ultimately convert them into landlords, and continue to grow business in the future.

Business Development Executive will also help manage existing landlords and ensure they stay satisfied and positive. They call on landlords, often being required to make presentations on solutions and services that meet or predict their clients' future needs.

## Responsibilities

- Strategic Landlord Management and Growth
- Capital Expenditure Management and Growth through project management
- Product Management
- Business Development Planning
- Management and Research

### A. STRATEGIC

- Overall we expect the BDE to have a complete and in-depth understanding of the Company products and how they are aligned to Corporate objectives, budgets and overall direction. Based upon this understanding budgets and forecasts need to be set and followed by the BD department. We believe that the above concept is key to the success of the BD department and its relevance within the greater organization.
- Minimum Acceptable Standards (MAS)
- Measurement of Risk

- Budgeting and Forecasting
- Project Management

## **B. OPERATIONAL**

This role works within the commercial department and works closely with Procurement, Finance, Accounts Payable, Reporting, In-country, Country Managers, Operations, Business Development Executives.

- Existing Landlord Management
- Site Acquisition and New Landlord Leases.
- Capital Expenditure Planning and Rollout (Capex)
- Reporting

## **Education & Qualifications**

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- Bachelor of Business Bachelor's degree from a four-year university; or Finance Related Degree or other related field or equivalent work experience.
- Master's in business administration will be an added advantage but not a pre-requisite.
- Understanding the Management of Civil works will be an added advantage

## **Requirements**

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- Minimum of seven to five years of professional experience, including three years equivalent to a senior level business and administrative specialist or manager. Experience working in other African countries is a notable benefit.
- Ability to work on your own in order to pitch to Landlords and Concessions
- Ability to manage large volumes of data and report this data in an organized efficient and meaningful manner
- Ability to project manage projects in order to ensure they are delivered to spec, within time- lines and cost budget
- Ability to manage the periodic maintenance of all media and track the success thereof
- Ability to travel within allocated country

## **Characteristics**

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- Results-oriented, tenacious, self-starter who strategically plans for success
- Demonstrates impeccable financial acumen with passion and drive for success
- Excellent communication skills (verbal and written)
- Proficiency with Microsoft Office programs, including PowerPoint, Word and Excel
- Requires excellent presentation skills (Excel, PowerPoint & Word), aimed at development and delivery)
- Effective team player with ability to build and maintain positive relationships
- Excellent planning, investigative, analytical and reporting skills
- Experience inputting and retrieving data to develop an understanding of the environment in order to improve results
- Experience with business to business relationships
- Strong management skills
- Ability to work in a high-intensity, fast-paced environment
- Ability to meet physical demands of jobs, including travelling in Africa where required

## **Driving Licence**

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Not Required

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