

# Business Development Associate

Due to a promotion in our team, we are hiring an in house business development associate to be part of our leadership team in the headquarters office in city of Shtip. To excel in this role you should be an active listener and a critical thinker that pays attention to small details and takes a systematic approach to solving problems. Possessing strong interpersonal and leadership skills, enthusiasm to track numbers and sales strategy, and the strength to work under pressure is a must for this position.

## Business Development associate

### Responsibilities:

- Contacting potential clients to establish rapport and arrange meetings.
- Attending conferences, meetings, and industry events.
- Developing quotes and proposals for clients.
- Developing goals for the development team and business growth and ensuring they are met.
- Creating Training Procedures.
- Training personnel and helping team members develop their skills.
- Working closely with staff across departments to implement growth strategies.
- Assist with drafting business plans, sales pitches, presentations, reference material, and other documents as required.
- Creating and developing Business Case studies

# **Business Development Associate Skills Requirements:**

- Strong communication skills and IT fluency.
- Ability to manage complex projects and multi-task.
- Excellent organizational skills.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- Proficient in Word, Excel, Outlook, and PowerPoint
- Communication Skills
- Analytical and Problem-Solving Skills
- Flexibility
- Time Management
- Relationship management
- Leadership, management, and mentoring skills
- Strategic planning skills
- Excellent presentation and communication skills

To apply for this job position, please submit your resume to [info@mkmage.com](mailto:info@mkmage.com)