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| **Job Title** | **BUSINESS DEVELOPMENT MANAGER** |
| **About the company** | Our client, WhiteBow company a reputable gift store that specializes in gift cards, hampers and customized gift items for order and delivery in Nigeria to corporates and individuals |

**JOB DUTIES & RESPONSIBILITIES**;

* Negotiate and close large corporate orders for the organization
* cultivate and maintain relationships with key customers
* implement and manage the white bow online store
* manage store based sales persons
* research and be abreast of competitive and new trends, and ensure WhiteBow stays ahead or adapts accordingly
* Inventory and stock management
* Spearheading business process and operations
* Knowledge of logistics and courier services within Nigeria and abroad
* Working together with an existing team to improve the effectiveness and efficiency of operations within and outside the organization
* Proactively generate leads and pursue business relationships with prospective clients
* Tracking of orders and delivery of products within and outside Nigeria
* Ensure all business and personal targets and objectives set and agreed with management are met.

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| **Education**  **Qualification:** | * B.sc in Business Administration and marketing or any other related field or discipline. * 3-5 years experience in sales, management, business development and marketing is required * Prior business development experience in an e-commerce organization is highly preferred |
| **Required key skills:** | * Understanding of corporate gifting strategies * Business Development Skills * Sales and marketing skills * Self driven * Excellent communication skills * Diligent * Time management oriented * Goal oriented * Knowledge E-commerce business * Basic Knowledge of Microsoft office |