

JOB DESCRIPTION



Revision Date:

Position Title:	Protégé, BD Executive	Job Grade:	
Division:	Business Development	Department/Unit:	Business Development
A. JOB PURPOSE:			
<i>(Helps to define purpose of job)</i>			
<ul style="list-style-type: none"> Assist in providing administrative support for tender management, including the development, preparation, coordination, outlining, scheduling and submission of proposals within the client's specified timeframe. Assist in researching and developing new client business referrals, networking effectively, and providing prospective customers/clients with proposals and presentations as required 			
B. JOB SUMMARY/KEY RESPONSIBILITIES:			
<i>(Functions of positions – please provide 3 to 8 key accountabilities)</i>			
<ol style="list-style-type: none"> 1. To assist all aspects of tender, technical clarification, market survey, request for information, request for quotation and proposal management, including the creation of timelines and schedules for Government (Primary) and Oil & Gas (Secondary) clients. 2. To assist analysing and prepare the tender summary based on the ITB project requirements and the viability to the management. 3. To assist the coordination of development of proposals with various departments within an organization. 4. To assist and monitor departments response times and ensuring the input provided comply with the ITB / proposal requirements 5. To assist in ensuring the proposals and presentations are brand compliant. Document template management in line with company branding. 6. To assist in creating informative presentations and delivering information to potential clients. 7. To maintain business development pipeline on weekly/monthly basis 8. To assist in the contract management specifically in Tenancy Agreement. 9. To assist in preparing minutes of meetings and correspondence to the clients. 10. To assist in delivery of compliant, professionally produced proposals within customer defined timeframes. 11. To assist and attend meetings with potential clients and creating new business networking. 12. To assist in understanding the client needs and offer solutions and support by responding to the client requests for proposals in timely manner. 13. To assist and maintain company licenses with the Oil & Gas clients and Ministry of Finance 14. To assist any other administrative tasks as required 			
C. POSITION SPECIFICATIONS			
<i>(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)</i>			
Academic qualifications & professional certificates	<i>Essential</i> :	Bachelor Degree in Business Administration or equivalent from a reputable university.	
	<i>Preferred</i> :		
Experience / exposure	<i>Essential</i> :	Fresh Graduate or at least 1 year working experience.	
	<i>Preferred</i> :		

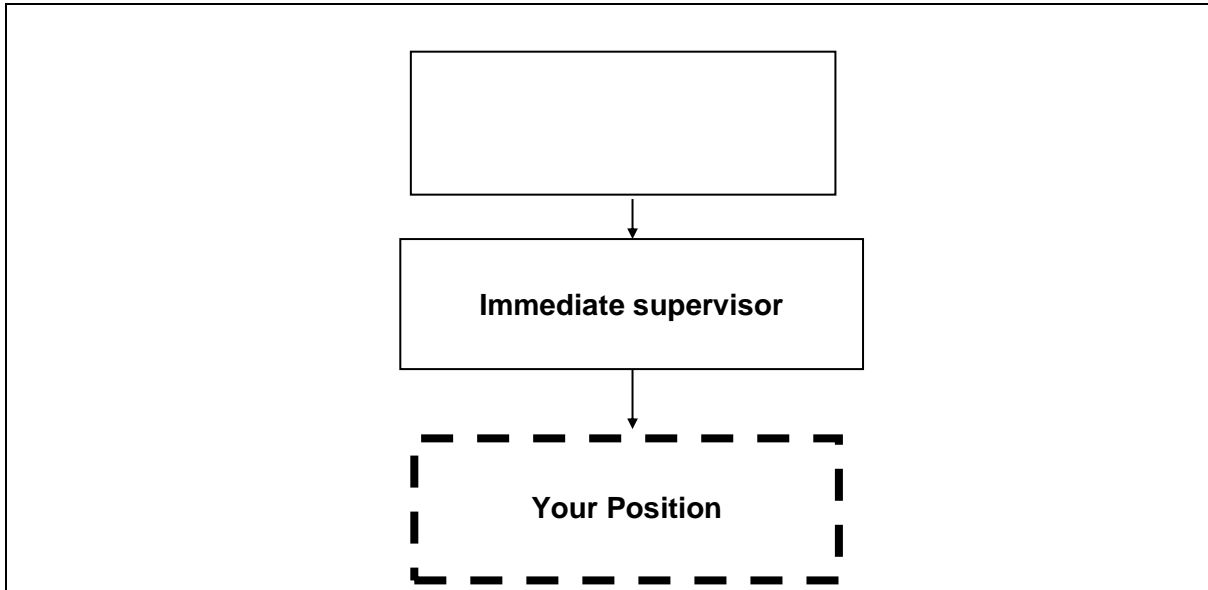


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D. COMPETENCIES		
Knowledge & skills required :	<i>General :</i>	<ul style="list-style-type: none"> Organisational skills, attention to details, prioritization of projects, proficiency with Microsoft software (Word, Excel and PowerPoint) Effective communication and writing skills Discretion, friendly, sympathetic/reassuring manner Efficient and good communication skills Ability to work independently or as an active member of a team Excellent analytical and time-management skills
	<i>Technical :</i>	
Personal Attributes :		<ul style="list-style-type: none"> Attention to details Integrity and confidence Able to work under pressure Initiative and self-motivation Time management Punctuality and stable in attendance Excellent leadership and interpersonal skills
E. KEY CHALLENGES		
<ul style="list-style-type: none"> Work long hours especially during periods of high work load or project deadlines, to ensure successful completion of tasks and projects. Being able to perform effectively under stress and complete tasks within limited timeframe. Proficient in swiftly comprehending and effectively communicating the essential aspects of business development. 		
F. DIMENSIONS / AUTHORITY LIMITS		
<i>(e.g.: CAPEX, OPEX, revenue / budget)</i>		
G. REPORTING STRUCTURE		
<i>(Direct report / superior / peers within department)</i>		



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PREPARED BY:

Signature : _____

Name : _____

Date : _____

REVIEWED BY:

Signature : _____

Name : _____

Date : _____

APPROVED BY:

Signature : _____

Name : _____

Date : _____

ACCEPTED BY:

Signature : _____

Name : _____

Date : _____