

Job Description Business Development and Project Management

JOB SPECIFICATION:

Qualification:	<p>Masters Degree – Biotechnology, Molecular Microbiology, MBA, Microbiology, M.Tech, B. Tech, M. Pharma</p> <ul style="list-style-type: none"> - Capable of working independently with minimal supervision and also as part of a team - Skilled with standard computer programs including the MS Office suite (Word, Excel, Powerpoint) - Possess superior analytical and organizational and time management skills - Good Inter-personal & communication skills (Written and Verbal) - Understanding of medical terminology as well as standard clinical procedures - Cold Calling, Sales, Market Intelligence, Marketing, Lead Generation
Experience:	2-4 years relevant experience (Knowing Cosmetics Nutraceuticals Clinical Trials and Associated services preferably India US UK markets)
Qualities:	<ul style="list-style-type: none"> • Ready to learn new things, out of box thinker, Have to go-getter attitude, who wish to grow together with a start-up company
Job Location:	Shaligram Lakeview, Nr. Vaishnodevi Circle, Khoraj, Gandhinagar – 382421

JOB RESPONSIBILITIES:

- Responsible to research client business referrals, network, and web leads;
- Provide prospective customers/clients with all services offered and additional presentations as needed.
- Work with clients to create solutions for their needs and consult throughout the sales process.
- Line up webex | F2F meetings at Teams or Google | Zoom etc.
- Cold Calling, Emailing, Using Business networking sites and Social media
- Working Closely with Head sales, generating leads through telephone and email prospecting; qualifying and processing leads for the technical experts team.
- Understanding the company's services and offerings to integrate into various marketing and sales strategies.
- Participating actively in LinkedIn and web research activities to create target lead profiles to market.
- Develop, coordinate and implement sales strategies and create new business
- Attend industry workshops, conferences, seminars, events; providing feedback and information on current market/creative trends.
- Plan and schedule project timelines.
- Prepare calendar schedule for availability of slots, project tentative schedule, online server schedule & follow up for the same.
- Monitoring and reporting weekly, monthly updates of the business development and project milestones to the Director and sponsors
- Liaison between the internal stakeholders & sponsors
- Handling Sponsor, Regulatory Complaints & Customer Feedback