

Job Description

Business Development Executive

Position Title: Business Development Executive

Experience Required: 1- 3 years

Location: Thane

Job Summary:

We are looking for a Business Development Executive responsible for lead generation, prospect qualification, sales outreach, client communication, proposal coordination, and maintaining accurate prospect records.

Key Responsibilities:

- Identify potential customers and industries through research and generate leads using social media, email campaigns, cold calling, and other channels.
- Engage with prospects to understand requirements, qualify leads, and communicate the value proposition of products/services.
- Conduct outbound calls and emails, create and share proposals, and coordinate with the Accounts team for client invoicing.
- Follow up with clients for payments and maintain accurate records of prospect interactions and lead progress.

Required Skills and Qualifications:

- 1-3 years of experience in Business Development / Sales.
- Experience in lead generation, prospecting, and lead qualification.
- Hands-on experience with cold calling, email outreach, and social media prospecting.
- Strong communication and client-handling skills.
- Ability to understand prospect requirements and effectively communicate value propositions.
- Experience in preparing and sending sales proposals.
- Good follow-up and relationship management skills.
- Ability to maintain accurate sales and prospect data.

