



# JOB DESCRIPTION

## BUSINESS DEVELOPMENT INTERN REF: AFD/BD/07-2021

### 1. IDENTIFICATION

<b>1.1</b>	<b>Job title</b>	Business Development Intern
<b>1.2</b>	<b>Reporting to</b>	Business Development Manager
<b>1.4</b>	<b>Unit</b>	Business Development
<b>1.5</b>	<b>Physical Location</b>	Inside Wilson Airport, Nairobi

### 2. MAIN PURPOSE OF JOB

- We are looking for committed, deadline-driven Business Development Interns to join our excellent Business Development team. The Business Development interns will assist in various stages of the sales funnel, including sales, creating awareness of new offerings, generating leads, and retaining

### 3. PRINCIPAL RESPONSIBILITIES

KEY RESPONSIBILITIES	MAIN TASKS	EXTEND OF DISCRETION
<b>Sales Pipeline</b>	<ul style="list-style-type: none"> <li>• Identifying and developing a sales pipeline and aggressively marketing for new customers from the identified target sectors</li> <li>• Generating revenue and profit including new business development for the company</li> <li>• Identifying and acting on cross-selling opportunities</li> <li>• Give competitive quotations to intermediaries and following up on the same to close sales</li> <li>• Learning different aspects of the sales cycle and different techniques used for indoor sales</li> <li>• Setting and achieving targeted goals and objectives for business development and sales</li> <li>• Facilitating and ensuring timely collections of payments as per the company's credit policy</li> </ul>	In liaison with supervisor

<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Preparing daily, weekly and monthly reports to assist in measuring market share, renewal trends and demand with your supervisor</li> <li>• Timely preparing of the status reports on client meetings and sales strategies</li> </ul>	In liaison with supervisor
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Learning AMREF Flying Doctors products, services, industries and operations</li> <li>• Ensuring all the intermediaries are kept up to date with relevant AMREF Flying Doctors products information</li> <li>• Providing a channel of communication between AMREF Flying Doctors, Intermediaries and suppliers to ensure USSD is working at all the time</li> <li>• Effectively communicating and listening to customers' needs</li> <li>• Professionally answering calls and finding a solution to the customer</li> </ul>	In liaison with supervisor
<b>Activation and Promotion</b>	<ul style="list-style-type: none"> <li>• Attending related industry events to push for brand awareness and acquire new contacts for sales lead</li> <li>• Promoting AMREF Flying Doctors products and services to customers and negotiating contracts with the aim of maximizing profits</li> </ul>	In liaison with supervisor
<b>CRM Database</b>	<ul style="list-style-type: none"> <li>• Updating client information in customer relationship management (CRM) system used by AMREF Flying Doctors</li> <li>• Keeping records of customer interactions and transactions and making sure that the same has been logged to the CRM</li> <li>• Organizing client contact lists, schedule, performing and updating contacts made in CRM.</li> </ul>	In liaison with supervisor
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Making regular visits in order to maintain relationships with the intermediaries, prospective and current clients</li> <li>• Offering excellent customer service to customers before and after sale</li> </ul>	In liaison with supervisor
<b>Sales Team Support</b>	<ul style="list-style-type: none"> <li>• Providing administrative support to the sales department i.e. assisting with filling, ensuring there is stationeries etc. as per the departments needs</li> <li>• Attending to any other work related duties assigned by the Assistant Business Development Manager or the Business Development Manager</li> </ul>	In liaison with supervisor

## 4. REQUIRED QUALIFICATIONS

### 4.1 Minimum Education

- Bachelor's degree in Marketing, Public Relations, Communication, Business administration or any other related course from a recognized Institution
- Proficiency in computer studies (word, excel, power point, CRM system, outlook, internet)
- Good understanding of customer communication platforms

### 4.2 Skills and competencies

- Good communication, articulate with presentation
- Team player
- Excellent interpersonal skills
- Ability to work in a fast-paced environment
- Time management skills
- Self-motivated and confident

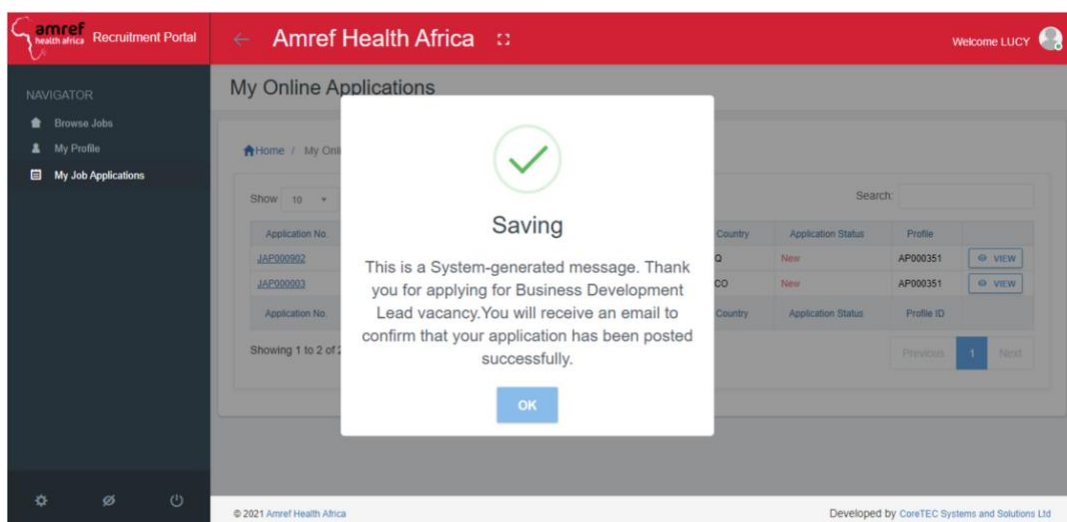
## 5. ENVIRONMENTAL CONDITIONS

- 24-hour response required whenever necessary within a 24-hour work environment
- Work is performed in an office environment with client's visits

### How to apply:

If you have the passion to contribute to the leading Aero-medical and Health solutions provider, **submit application by 17<sup>th</sup> July 2021**. Attach cover letter specifying how you meet the criteria, what you expect to bring to AMREF Flying Doctors (AFD) with an updated CV in PDF.

Please visit AMREF Flying Doctors website at <https://flydoc.org/career-opportunities/> or Amref Health Africa website at <https://amref.org/vacancies/> to view job details and requirements.



**Feedback will be given to shortlisted candidates only.**

*Duly note that AMREF Flying Doctors does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment.*

*AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking.*