

# **JOB DESCRIPTION**

## BUSINESS DEVELOPMENT INTERN REF: AFD/BD/KE/10-2022

## **1. IDENTIFICATION**

1.1	Job title	Business Development Intern
I. 2	Reporting to	Business Development Manager
1.4	Unit	Business Development
1.5	<b>Physical Location</b>	Nairobi, Kenya

### 2. MAIN PURPOSE OF JOB

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

## **3. PRINCIPAL RESPONSIBILITIES**

KEY RESPONSIBILITIES	MAIN TASKS	DISCR ETION
Sales Pipeline	<ul> <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</li> </ul>	In liaison with supervisor
	<ul><li>Observe and profit meruding new busiless development for the company</li><li>Identifying and acting on cross-selling opportunities</li></ul>	
	<ul> <li>Give competitive quotations to intermediaries and following up on the same to close sales</li> </ul>	
	• Learning different aspects of the sales cycle and different techniques used for indoor sales	
	• Setting and achieving targeted goals and objectives for business development and sales	
	• Facilitating and ensuring timely collections of payments as per the company's credit policy	
Reporting	• Preparing daily, weekly and monthly reports to assist in measuring market share, renewal trends and demand with your supervisor	In liaison with supervisor
	• Timely preparing of the status reports on client meetings and sales strategies	



Communication	<ul> <li>Learning about AMREF Flying Doctors products, services, industries and operations</li> <li>Ensuring all the intermediaries are kept up to date with relevant AMREF Flying Doctors product information</li> <li>Providing a channel of communication between AMREF Flying Doctors, Intermediaries and suppliers</li> <li>Effectively communicating and listening to customers' needs</li> <li>Professionally answering calls and finding a solution for the customer</li> </ul>	In liaison with supervisor
Activation and Promotion	<ul> <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
CRM Database	<ul> <li>Updating client information in customer relationship management (CRM) system in use.</li> <li>Keeping records of customer interactions and transactions and ensuring 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
Customer Service	<ul> <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
Sales Team Support	<ul> <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</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 good presentation
- Excellent interpersonal skills
- Team player
- Ability to work in a fast-paced environment

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- 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 best and most innovative aero-medical solutions provider in Africa, **submit your application on the online portal by 16 October 2022.** Visit the portal link below to create an account in order to submit your application. The application should have a Cover letter specifying how you meet the criteria, what you expect to bring to AMREF Flying Doctors (AFD) with an updated CV. Only shortlisted candidates will be contacted.

Please visit <u>https://flydoc.org/career-opportunities/</u> or <u>https://amref.org/vacancies/</u> to view job details and requirements.

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. Although AMREF Flying Doctors may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from AMREF Flying Doctors will arrive from a @flydoc.org address.

AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. AMREF Flying Doctors is an equal opportunity employer and has a non-smoking environment policy.



# **APPLICATION PROCESS**

Programme Accountant
FullTime 🔍 Nairobi
Amref Health Africa in Kenya is seeking to recruit for the position of Programme Accountant who financial support to projects as well as ensure effective utilization of donor funds allocated to the incumbent will also ensure compliance to the various donor rules and regulations thus mitigating a result of non-compliance to donor requirement.
>>> View the full job description (JD)
Apply for job

**1. APPLY FOR THE JOB** 

#### 3. FILL IN YOUR PROFILE

#### 2. CREATE ACCOUNT & CONFIRM ON EMAIL

#### Amref Health Africa - Jobs On Offer

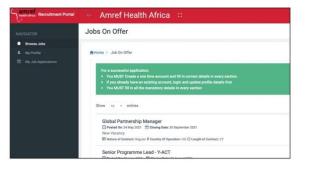
r a successful application;
You MUST Create a one time account and fill in correct details in every section.
If you already have an existing account, login and update profile details first
You MUST fill in all the mandatory details in every section
ving 1 to 7 of 7 entries

#### 4. CLICK AND BROWSE JOBS



#### 5. APPLY NOW & SUBMIT APPLICATION

Jobs Details	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Reforme / Jobs on Offer / Job Details	
Global Partnership Manager 3/0 Reference No: 208776	
Employment Type: Repdar Closing Date: 30 September 2021	
Country of Operation: HQ	
Main Purpose	
Key Experience	
Skills Required	
Competencies	
Years Of Experience	
Requirements	
Apply Now	



#### 6. ACKNOWLEDGEMENT OF APPLICATION

