



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	Physical Location	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	DISCRETION
Sales Pipeline	<ul style="list-style-type: none"> • Identifying and developing a sales pipeline and aggressively marketing for new customers from the identified target sectors • Generating revenue and profit including new business development for the company • Identifying and acting on cross-selling opportunities • Give competitive quotations to intermediaries and following up on the same to close sales • 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 	In liaison with supervisor
Reporting	<ul style="list-style-type: none"> • Preparing daily, weekly and monthly reports to assist in measuring market share, renewal trends and demand with your supervisor • Timely preparing of the status reports on client meetings and sales strategies 	In liaison with supervisor

Communication	<ul style="list-style-type: none"> • Learning about AMREF Flying Doctors products, services, industries and operations • Ensuring all the intermediaries are kept up to date with relevant AMREF Flying Doctors product information • Providing a channel of communication between AMREF Flying Doctors, Intermediaries and suppliers • Effectively communicating and listening to customers' needs • Professionally answering calls and finding a solution for the customer 	In liaison with supervisor
Activation and Promotion	<ul style="list-style-type: none"> • Attending related industry events to push for brand awareness and acquire new contacts for sales lead • Promoting AMREF Flying Doctors products and services to customers and negotiating contracts with the aim of maximizing profits 	In liaison with supervisor
CRM Database	<ul style="list-style-type: none"> • Updating client information in customer relationship management (CRM) system in use. • Keeping records of customer interactions and transactions and ensuring the same has been logged to the CRM • Organizing client contact lists, schedule, performing and updating contacts made in CRM. 	In liaison with supervisor
Customer Service	<ul style="list-style-type: none"> • Making regular visits in order to maintain relationships with the intermediaries, prospective and current clients • Offering excellent customer service to customers before and after sale 	In liaison with supervisor
Sales Team Support	<ul style="list-style-type: none"> • Providing administrative support to the sales department i.e. assisting with filling, ensuring there is stationeries etc. as per the departments needs • Attending to any other work related duties assigned 	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

- 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 <https://flydoc.org/career-opportunities/> or <https://amref.org/vacancies/> 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

1. APPLY FOR THE JOB

Programme Accountant

Full Time | Nairobi

Amref Health Africa in Kenya is seeking to recruit for the position of Programme Accountant who will provide financial support to projects as well as ensure effective utilization of donor funds allocated to the projects. The incumbent will also ensure compliance to the various donor rules and regulations thus mitigating the risk of a result of non-compliance to donor requirement.

>>> [View the full job description \(JD\)](#)

[Apply for job](#)

2. CREATE ACCOUNT & CONFIRM ON EMAIL

Amref Health Africa - Jobs On Offer

For 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

Showing 1 to 7 of 7 entries

[CREATE AN ACCOUNT](#)

3. FILL IN YOUR PROFILE

Amref Health Africa - My Profile [New]

Step 1: Personal | Step 2: Education | Step 3: Work Experience | Step 4: Professional | Step 5: Registration | Step 6: Address | Step 7: Interests | Step 8: Miscellaneous

Personal | Mail

Fill in all required fields of your profile before applying for a job.

General Information

Name: [Text] | Registration Date: 08 Aug 2021

First Name: [Text] | Last Name: [Text]

Gender: [Text] | State Of Birth: [Text]

Physical Disability: [Text] | Do you have disability certificate?: [Text]

Number of Births: [Text] | Country of Residence: [Text]

Related to any brand name?: [Text] | How are you related?: [Text]

Contact Information

4. CLICK AND BROWSE JOBS

Amref Health Africa - Jobs On Offer

For 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

Show 10 entries

Global Partnership Manager

Posted On: 24 May 2021 | Closing Date: 30 September 2021

New Vacancy

Nature of Contract: Regular | Country Of Operation: HQ | Length of Contract: 2Y

Senior Programme Lead - Y-ACT

5. APPLY NOW & SUBMIT APPLICATION

Jobs Details

Global Partnership Manager

Job Reference No: 2021074

Employment Type: Regular

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

My Online Applications

Saving

This is a System-generated message. Thank you for applying for Business Development Lead vacancy. You will receive an email to confirm that your application has been posted successfully.

[OK](#)