



JOB DESCRIPTION

BUSINESS DEVELOPMENT INTERN REF: AFD/BD/07-2023

1. IDENTIFICATION

1.1	Job title	Business Development Intern
1.2	Reporting to	Business Development Manager
1.4	Unit	Business Development
1.5	Physical Location	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
Sales Pipeline	<ul style="list-style-type: none">Identifying and developing a sales pipeline and aggressively marketing for new customers from the identified target sectorsGenerating revenue and profit including new business development for the companyIdentifying and acting on cross-selling opportunitiesGive competitive quotations to intermediaries and following up on the same to close salesLearning different aspects of the sales cycle and different techniques used for indoor salesSetting and achieving targeted goals and objectives for business development and salesFacilitating and ensuring timely collections of payments as per the company's credit policy	In liaison with supervisor

<p>Clients' Accounts Management</p>	<ul style="list-style-type: none"> • Assisting to manage a portfolio of accounts to achieve long term success • Assisting to process clients orders in CRM Systems • Ensuring timely and successful delivery of clients orders • Discussing the upcoming renewals to avoid lapses and ensure business retention renewal is communicated three months prior to expiry date and monthly until the renewal has been completed • Following up on renewal and premium collection from the accounts • Identifying and actively acting on cross-selling opportunity within the existing portfolio. • Servicing existing accounts, obtaining orders, and establishing new accounts by planning and organizing daily work schedule to visit existing or potential sales outlets • Preparing daily, weekly and monthly reports to assist in measuring market share, renewal trends and demand 	<p>In liaison with supervisor</p>
<p>Activation and Promotion</p>	<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 	<p>In liaison with supervisor</p>
<p>Data Entry</p>	<ul style="list-style-type: none"> • Updating client information in customer relationship management (CRM) system • Keeping records of customer interactions and transactions and making sure that the same has been logged to the CRM • Organizing client contact lists, schedule, performing and updating contacts made in CRM 	<p>In liaison with supervisor</p>
<p>Customer Service</p>	<ul style="list-style-type: none"> • Providing excellent customer services and key account management • Ensuring all the intermediaries are kept up to date with relevant AMREF Flying Doctors products information • Providing a channel of communication between AMREF Flying Doctors, Intermediaries and suppliers to ensure USSD is working at all the time • Effectively communicating and listening to customers' needs • Professionally answering calls and finding a solution to the customer • Making regular visits in order to maintain relationships 	<p>In liaison with supervisor</p>

	<p>with the intermediaries, prospective and current clients</p> <ul style="list-style-type: none"> • Offering excellent customer service to customers before and after sale 	
Administration	<ul style="list-style-type: none"> • Providing administrative support to the sales department i.e. Assisting with filling, Maisha Cards Printing ensuring there is stationeries etc. as per the departments needs • Attending to any other work related duties assigned by the Assistant Business Development Manager or the Business Development Manager 	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 25th July 2023**. 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.

APPLICATION PROCESS

1. APPLY FOR THE JOB



Programme Accountant

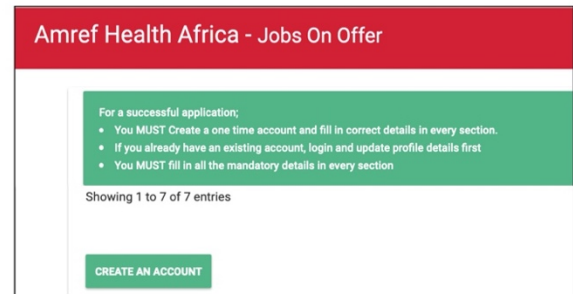
Full Time Nairobi

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

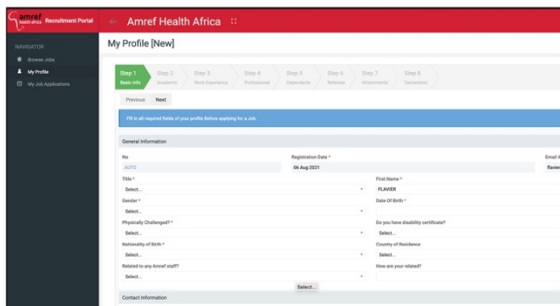
For a successful application;

- 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



My Profile [New]

Step 1: Personal Details, Step 2: Education, Step 3: Work Experience, Step 4: Professional, Step 5: Certifications, Step 6: Address, Step 7: References, Step 8: Interview

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

General Information

Name: [Text Field] Registration Date: 04 Aug 2021 Email Address: [Text Field]

Phone: [Text Field] Email: [Text Field]

Gender: [Dropdown] Date Of Birth: [Text Field]

Address: [Text Field] Do you have disability certificate?: [Dropdown]

Physically Challenged?: [Dropdown] Country of Residence: [Text Field]

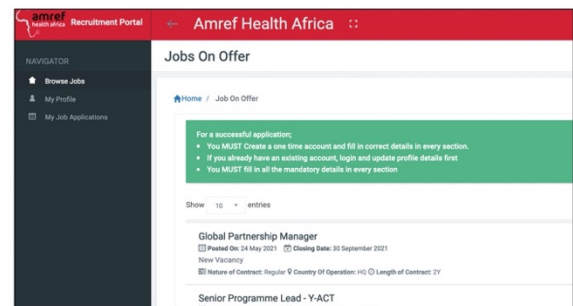
Relativity of Birth: [Text Field] Status: [Text Field]

Related to any Amref staff?: [Text Field] How are you related?: [Text Field]

Contact Information

Address: [Text Field]

4. CLICK AND BROWSE JOBS



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

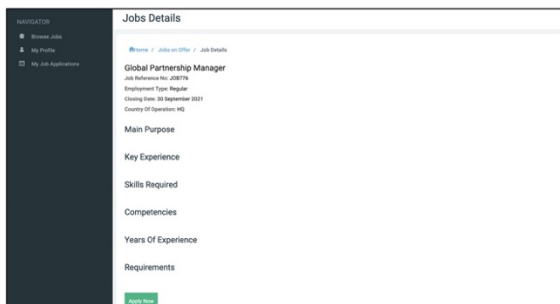
Posted On: 24 May 2021 Closing Date: 30 September 2021

New Vacancy

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

Senior Programme Lead - Y-ACT

5. APPLY NOW & SUBMIT APPLICATION



Jobs Details

Home / Jobs On Offer / Job Details

Global Partnership Manager

Job Reference No.: 000719

Employment Type: Regular

Closing Date: 30 September 2021

Country Of Operation: HQ

Main Purpose

Key Experience

Skills Required

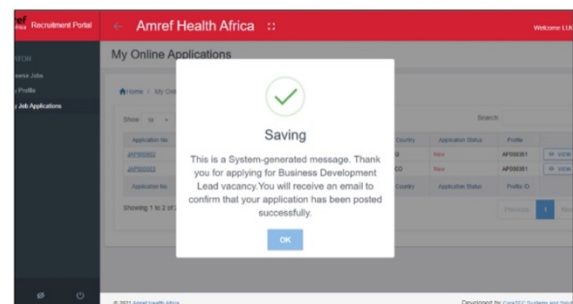
Competencies

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](#)

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.