

Role Title	Business Development Executive						Date	Jul 2025		
Reports to Title	Business Development Coordinator (Key Accounts Manager)						Version	BDE 07/25		
Age Limit:	Yes	*	No		Age	<30	Salary	YES	Benefits	YES
Responsibility for End Results										
<p>Purpose: Business Development Executive at GoldServe, your responsibilities will span various aspects of the business development process, including providing sales support to the Key Accounts Manager, managing client relationships, conducting market research, developing proposals, and ensuring clear communication and reporting. Your role is crucial in contributing to the growth and success of GoldServe in the marketplace.</p>										
Key Responsibilities / Deliverables:										
<p>Main Accountabilities: (A list in order of priority, of the major activities or functions necessary to achieve the job holder's end results)</p>										
<p>Sales Support:</p> <ul style="list-style-type: none"> Collaborate with the Key Accounts Manager to support the sales process. Assist in the development and execution of sales strategies. Participate in client meetings and presentations as needed. Contribute to the preparation of sales materials and proposals. 										
<p>Client Relationship Management:</p> <ul style="list-style-type: none"> Build and maintain strong relationships with existing and potential clients. Address client inquiries and concerns promptly and professionally. Work closely with the Key Accounts Manager to understand client needs and preferences. 										
<p>Market Research:</p> <ul style="list-style-type: none"> Conduct market research to identify potential clients and industry trends. Analyze competitor activities and market dynamics. Provide insights and recommendations based on market intelligence. 										
<p>Proposal Development:</p> <ul style="list-style-type: none"> Collaborate with the Key Accounts Manager and other team members to develop compelling proposals. Ensure proposals align with client needs and GoldServe's capabilities. Participate in proposal presentations to clients. 										
<p>Communication:</p> <ul style="list-style-type: none"> Maintain effective communication channels with internal teams and clients. Provide regular updates to the Key Accounts Manager and contribute to team meetings. Ensure clear and consistent communication of GoldServe's value proposition. 										

Reporting:

- Maintain accurate records of sales activities, client interactions, and market research findings.
- Prepare regular reports on sales performance, market trends, and proposal outcomes.
- Contribute to the development of performance metrics and KPIs for the business development function.
- Manage risks associated with areas under the jobholder's control including but not limited to the risks in respect to damaging GOLDSERVE's reputation through business development.

Financial Responsibility:

Role not responsible for operating or capital budgets but input may be required in their setting.

People Responsibility:

No direct reports

Qualifications/Technical Knowledge/Skills

Education and Experience

- Bachelor's degree in Business, Marketing or related field
- 1-4 years of experience in sales, business development or marketing
- Understanding of the sales process and dynamics
- Interpersonal Skills, including the ability to quickly build rapport with customers.
- Proven track record in increasing sales and expanding market share.

Business Development experience and knowledge of creation of prospects, utilising market information to generate more business leads.

Highly developed financial and commercial acumen.

Strong IT Skills – MS Office (word, excel, PowerPoint a MUST have) and internal computer systems and devices.

GOLDSERVE Values

These are our guiding principles. They describe how we deliver our mission and vision through our behaviors and actions.

HONESTY

We value integrity and are true to our word in all we do.

INNOVATION

We are in the business of providing solutions to challenges and seek to do so with fresh approaches that work.

ACCOUNTABILITY

We own up and deliver effective lasting solutions.

EXCELLENCE

We go out to get the best there is in the market and are never shy to do so within our means, we expect the same from our teams and nothing less.

Expectations

Commit to supporting GOLDSERVE's policies vision and mission

Deliver excellently ALWAYS and, have fun while doing so.

Common Reporting Line

