



## **Business Development Officer Job Description**

**toorbee** is a travel and tourism international company with offices in Greece and abroad offering a wide range of services through its on-line B2B transaction system. **toorbee** intends to fully develop it to accommodate its multiple business locations. This transaction system shall be able to create and process bookings, manage the company's offerings and inventory/trade flow as well as multi-location requests; and this project shall be finished as early as we can.

### **Responsibilities:**

- Identify potential clients in our target market and complete appropriate research on the prospective client's business and equipment needs;
- Develop relationships with prospective partners, while maintaining existing partner relationships;
- Partner with sales teams to create contract-winning proposals for current and prospective clients;
- Negotiate contract terms with clients and communicate terms to stakeholders;
- Collaborate with design and production teams to ensure contracted product specifications are executed on-time and as agreed;
- Become a subject matter expert on our business products, processes and operations, and remain up-to-date on industry news.

### **Requirements:**

- Bachelor's degree or equivalent work experience in related field;
- Demonstrated achievement in B2B sales;
- Excellent verbal and written communication skills, including facilitation of group presentations;

- Proficiency in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint and Access and industry-specific analysis software;
- Basic understanding of the industry, with the ability to become a subject matter expert on the job;
- Innovation and problem-solving skills that include the ability to develop and propose equipment-based solutions for clients.

**Qualification:**

- Preferable graduates or senior undergraduates in business, travel or sales;
- Good communication skill and willingness to work together with other people;
- Self-discipline in order to finish work on a timely basis.

**Compensation:**

- If traveling is needed, company will compensate for luncheon and trip expenses.