



Recruitment Request Form

Job Title **Business Development Officer**

Section	Projects Control Section	No of Vacancies	1
Department	Projects Control Department	Date required	asap
Company	Saudi Archirodon	Reporting to	Regional Manager
Location	Saudi Arabia	Supervising	N/A

Brief Description of Job:

Playing a leading role in the Business Development function, the Business Development Officer is responsible to:

- Identify opportunities and create business partnerships.
- Support, develop and administer the Company's existing network of clients and business partners.
- Build constructive relationships, liaising and negotiating with a range of statutory, public, commercial, and third sector bodies.
- Prepare prequalification submissions pertaining to the Region or others as may be assigned to him.
- Organize photographic archives and prepare and update project lists, project illustrations, and other material needed for prequalification purposes.
- Assist the Business Development Manager in such tasks as updating the company website, preparation of company brochures and other company's literature or presentations, advertisements, exhibitions, etc.
- Maintain files and keep copies of prequalification and other submissions.
- Assist the Regional Tendering Department in preparation of tenders by providing background material as needed.
- Assist the Technical Office in updating company's registrations and classifications.
- Track status of all submissions.

Main Specification:

- At least 5 years of relevant working experience with significant exposure to civil, industrial, marine and petro-chemical projects.
- Experience in tendering environment.
- Experience to EPC environment will be considered as a plus.
- Previous business development or client relationship management experience will be an advantage.
- Be able to schedule, organize and co-ordinate, in all levels at work.
- Able to meet deadlines.
- Computer literate,



- Ability to present technical material to peers and management.
- Have a record of achievement through working with the public, private and third sector partnerships and structures.

Qualifications:

- Bachelor's Degree in Engineering or a Construction discipline from a reputable University.
- MBA or Post Graduate degree will be advantage.

Languages	Fluent in English
Physical Requirements	Adequate capability.
Characteristics	- Excellent written and verbal communication, listening, and strong reporting and presentation skills. - Ability to work effectively and add value as a team member. - Able to work under pressure. - Strong problem solving skills: ability to assess a problem and determine an effective course of action.

Normal Construction Hours: 10 hrs a day, 6 days a week

Salary	Excellent Competitive Salary
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Others Benefits	Accommodation, Food, Medical Care, AirTickets to Home Residence
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Requested By :
Name & Title :
Date :

Approved :
Name & Title :
Date :