

Job Title: New Business Development Officer

Reporting Structure: Reports to the Operations Manager

Salary Band: R 80k pa (CTC) basic salary plus approx. commissions and performance bonuses (R50k)

Main Objectives:

To meet set company objectives within the following areas:

- Finance (Sales targets, cost management, cash flow)
- Customer (Market position, industry coverage, customer service)
- Process (Marketing & promotion, solutions design, sales delivery)
- Growth (Market research, ETD knowledge, productivity)

Broad outline of roles and responsibilities

1. To discover training opportunities, generate leads & create public course enrolment pipelines, engage in consultative selling & learner enrolments.
2. To promote conference & training venue, secure contracts, set-up venue and coordinate events.
3. To propose contextual learning solutions & career paths for trainers using the prescribed curriculum as a guide.
4. To write up and submit tenders and training proposals, negotiate commitments and conclude client contracts.
5. To administer training and provide guidance and support to learners.

This is an office-based position and requires commitment to fixed working hours.

Various career path opportunities include:

- New business development manager

Further requirements

1. Education, training & development background experience & knowledge.
2. Track record of achieving results.
3. Good computer literacy and administration skills.
4. Ability to work under pressure.
5. Good communication and interpersonal skills.
6. A fast learner.

Please note that past experience is a requirement of this position
Send a brief (3 page) CV to ipdhr@peopledev.co.za