JOB VACANCY FORM

X Full-Time □ Part-time □ Summer-Job □ Internship

Job Title: Business Development Manager
Application Deadline: Fri Sep 30 2016
Reference Number: 080816-1

Company Description

Type: □ Local X Regional □ Multinational

Industrial Sector: Energy

Brief Firm Profile/Description: Energy Solutions

Job Description

Brief Job Description:
SUMMARY:

The overall focus is to support the company’s aggressive growth strategy by setting all special projects off to an excellent start, and by creating operational improvement and excellence in the company’s performance against strategic objectives through managing special projects to achieve this.

JOB DESCRIPTION:

- Appoint and follow up distributors in different markets for the Middle East and Africa region.
- Negotiate Joint Venture agreements with potential partners on new markets.
- Setup rep offices and hire reps in key markets when necessary.
- Oversea the performance of company Sales outlets and take action to optimize performance.
- Identify key business partners and negotiate partnership agreements.
- Evaluate and assess the most viable business opportunities for meeting revenue and profitability targets, both medium and long term, and present finding at corporate level.
- Screens potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending investments.
- Identify critical success factors, programs and business enablers for new business opportunities.
- Work with major stakeholders in the selected territory on feasibility studies to produce mutually agreeable business plans.
- Forecast sales targets per territories and ensure they are met by the team. Track and record activity on accounts and help to close deals to meet these targets.
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.
- Identifies trendsetter ideas by researching industry and related events, publications, and announcements; tracking individual contributors and their accomplishments.
- Locates or proposes potential business deals by contacting potential partners; discovering and exploring opportunities.
- Protects organization's value by keeping information confidential.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Analyze in co-ordination with the other group departments, technically and operationally,
the preliminary draft proposal of tenders and insure that all requirements are incorporated.

- Review tenders and summary of bids.
- Work with marketing staff to ensure that prerequisites (like prequalification or getting on a vendor list) are fulfilled within a timely manner.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Attend industry functions, such as association events and conferences, and provide feedback and information on market and creative trends.
- Reports on KPIs to management.

KEY PERFORMANCE AREAS:

- Polyvalent, flexible and convincing.
- Able to quickly identify opportunities and practical ways to test the critical uncertainties.
- Apply strong project-management skills to juggle multiple factors in a tight timeframe.
- Manage project ramp-up on time, in budget, and in line with agreed quality standards.
- Obtain the necessary authorizations from the relevant authorities to do business, in line with guidance from the CEO, Strategic Initiatives and programs.
- Work with senior management to identify and propose internal special projects to support the achievement of strategic aims.

REPORTING LINE:

This position currently reports to the CEO but may later change to reporting to Middle Management position.

MINIMUM QUALIFICATIONS REQUIRED FOR APPLYING:

**Education**
A degree in engineering is required, and an MBA would be advantageous. A substantial business development qualification is highly desirable.

**Experience**
This is a position for an entrepreneurially minded, seasoned professional with at least ten years of experience – preferably in both construction and manufacturing environments, at least five years of which included managing vendors, service providers and employees. Significant success at launching new ventures, in-depth project management experience, and evidence of managing complex special projects, is essential.
The position also requires knowledge of the Arab world, as well as other world markets, combined with in-depth knowledge and experience in multicultural and multinational work environments.

The role is suited to an experienced project director, used to building teams and commercial offices, either working for a project management business or with the project team of a large corporate.

Knowledge of languages in which we do business (English and Arabic) is essential, French is desirable.

Job Location(s):
City: Beirut                Country: Lebanon

Degree:
X Bachelor              □ Master              □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

Major/Emphasis: Eco-system Management, Electrical and Computer Engineering, Energy Studies, Environmental and Water Resources Engineering, Environmental Health, Environmental Sciences

Work Experience: 5-10 years

Skills:
Languages Skills: X Arabic    X English    □ French    Other:
Computer Skills:
Other Skills:

Salary
Basic Salary Range (to be negotiated based on experience):
Other benefits include:
□ Accommodation    □ Health Insurance    □ Return Ticket    □ Bonus
□ Laptop            □ Mobile Phone            □ Children’s Education    □ Transportation
□ Lebanese NSSF    □ None

Working Days:

Working Hours:

How to Apply
Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 080816-1

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

**ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.**

For further information, please do not hesitate to contact:

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The job vacancies are for AUB students and alumni ONLY.
For part-time job opportunities, visit: [http://aub.edu.lb/sao/cps/vacancies/Pages/Part-timeJobs.aspx](http://aub.edu.lb/sao/cps/vacancies/Pages/Part-timeJobs.aspx)
For full-time job opportunities, visit: [http://aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx](http://aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx)