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## Business Development Co-ordinator

**Posted by:** Great Canadian Enterprises Inc

**Posting date:** 12-Sep-2024      **Closing date:** 11-Mar-2025

**Education:** Bachelor's degree or equivalent

**Language:** English

**Job location:** Mississauga

**Salary:** \$45 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** DISJ6527877

## Job description:

### Who You Are:

We are looking for a business development co-ordinator for a growing business with a passion for new opportunities. This is an ideal position for a professional, skilled in creating profitable, innovative, operationally responsible, and client-driven solutions; always looking for and pursuing new clients and projects.

### **Skills:**

Strong communication skills and networking skills.

### **Specializations:**

- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word

### **Additional Information:**

- Work under pressure
- Tight deadlines
- Fast-paced environment
- Attention to detail.

**Key Responsibilities:**

Develops strong working relationships with current and future partners.

- Works closely with key internal stake holders to understand business needs, customer requirements and changes.
- Follow-up on customer requests and concerns and make necessary recommendations.
- Sources new ways to grow business and develop new customer relationships.
- Gathers information on emerging industry trends and understands the competitive landscape.
- Reviews weekly and monthly sales targets to ensure alignment with business objectives.
- Attends sales and customer events to provide feedback as needed.

Conduct surveys and analyze data on the buying habits and preferences of wholesale and retail consumers

Conduct analytical marketing studies

Develop portfolio of marketing materials

Evaluate customer service and store environments

Conduct online marketing, E-commerce and Website promotions

Maintain database of potential franchisees, real estate locations and on-line buy/sell Internet sites

Develop marketing strategies

Deliver presentations at conferences, workshops or symposia