



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/01:BD
Job Title	Business Development Associate
Department/Unit	Business Development

Responsibilities:

- To support the direct Line Manager of Business Development in all business initiatives being assigned which are in line to the company's direction towards growth and profitability.
- Performing comprehensive and documented researching activities to support business planning initiatives.
- Perform the necessary coordination and communication necessary with internal and external stakeholders in order to deliver the assigned tasks.
- Performing comprehensive and documented researching activities to support business planning initiative.
- Conducting comprehensive research on a product or services as directed by Manager of Business Development.

Requirements:

- Bachelor's Degree in Business Administration or Marketing.
- Minimum three (3) years working experience in relevant fields.
- Excellent skills in Microsoft Office, especially Microsoft Excel.

Key Competence Required:

- Strong attention to details and good analytical skills.
- Hardworking, self-motivated and a team player with strong interpersonal and communication skills.
- Strong communication and presentation skills.
- Strong reporting and documentation skills.