

JOB DESCRIPTION

Position Title: Business Development Manager	Position Name:
Effective Date: January 1, 2008	Expiry Date: Till revised document issued

Core Responsibilities according to priorities

1. Develop business thru all Marketing & Sales activities
2. Support all HR related activities
3. Support General Manager achieving collection targets
4. Support General Manager achieving project completions targets

List of Jobs

1. Develop/Execute/Monitor Business Plan
2. Develop/Execute/Monitor quarterly/annual sales target
3. Develop strategy to achieve quarterly/annual sales target
4. Prepare/submit/follow-up sales proposals
5. Prepare and Conduct software demo and presentation to the client
6. Develop strong personal relationship with clients
7. Develop strong personal relationship with partners
8. Act as Office Administrator in absence of CEO and GM Operations
9. Image building both company and products
10. Maintain honesty and integrity in all dealings

Approval/Acceptance

_____	_____
Approver's Signature:	Acceptor's Signature:
_____	_____
Approver's Name:	Acceptor's Name:
_____	_____
Signature / Date	Signature / Date