JD for BD role

Position	Asst. Manager/ Manager - BD
Exp years	8-10 yrs
Qualification	BE, MBA Marketing or equivalent qualification. Good academic record.
Required profile & Key Attributes	6-7 yrs experience in Business Development. Preferably in Bid Management. - Experience in Defence industry is an added plus - Proficiency in English. Excellent written and oral communication skills - Proven sales track record - Experience in customer support is a plus - Market knowledge - Time management and planning skills - Ability to manage complex projects and multi-task. - Excellent organizational skills. - Should be willing travel extensively within India to explore opportunities in Defence
Job Description	- Bid Management: - Scanning various sites and portals for Defence related tenders – Domestic as well as international - Checking relevance of bids, follow up/tracking for timely response - Manage proposal response process, including detailed RFP requirements, content creation, and inputs from various sources - Support in preparation of bid responses – Coord with various internal departments for responses - Preparation of bid packages (online/offline) to ensure that the bid is responded to in time. - Follow up on bids, and coordination with bidders - Keep track of various enquiries from customers – identifying new business opportunities - Management of Repository of BD related data - POs, MOMs, Historical data, Calculations, Presentations, Reports etc. - Market Research: - Track and collect market info to support business decisions - Identify upcoming opportunities for business - Collect data to support client discussions, collect industry info etc. - Generate new leads, screen potential business opportunities - Researching organizations and individuals to find new opportunities.
Work Location	Gurugram