Downloaded from <https://www.velvetjobs.com/job-descriptions/business-development-specialist>

# Example of Business Development Specialist Job Description

Our growing company is searching for experienced candidates for the position of business development specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business development specialist

* Meet monthly account goal within assigned territory and detailed in compensation plan
* Work with multiple internal client service groups to ensure that the customer experience is seamless
* Work closely with Senior Association Manager(s) and respective partner associations (IMA, IHLA, ) to retain, strengthen and grow participant relationships and the overall portfolio
* Provide internal support necessary for Association Manager, Business Development Mangers and to successfully present and close energy sales transactions in a highly proficient and professional manner
* Manage the processing and assignment of sales leads to appropriate BDMs including subsequent tracking and metrics
* Work with Association Manager(s) to prepare timely monthly forecasts
* Access and gather data from multiple systems and source to provide ongoing and ad hoc customer deliverables
* Maintain high level knowledge of power Siebel, REPS, gas Siebel, keeping pace with changes as they occur
* Communicate effectively with the Association Manager, Business Development Managers, channel partner and directly with customers to understand the customers’ business needs and work with internal resources to craft successful solutions
* Renewal accountability to include, but not limited to, monitoring contract end dates and ensuring contract in place in accordance with utility enrollment timelines

## Qualifications for business development specialist

* Bachelor’s degree in Business, Economics, Finance or related field required
* Excellent communication skills, both written and verbal, via telephone
* Demonstrated ability to work with multiple stakeholders to achieve a solution that will be broadly supported for stakeholders competing for limited resources
* Graduated from reputable Universities’ Engineer faculties, preferably majored in Industrial Engineering
* Experience in logistics business, preferably job experience at ‘Business Development Department’
* Analytical thinker, creative, capable of teamwork, strong communication skills, result oriented