



Example of Business Development Operations Job Description

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Our company is growing rapidly and is looking to fill the role of business development operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for business development operations

- Responsible for the gathering of information regarding competition and have thorough understanding of competitors in assigned Territory
- Works with Account Executives and Operations Team to create and implement an aggressive OGCR plan
- Ensure weekly updates on customer interactions recorded in Salesforce.com or any electronic database specified by company
- Contribute to a global operational standard to create and protect the
- Review clinical study protocols to understand service types and scope of services needed to effectively execute clinical studies
- Understand vendor selection process steps and principles, including needs assessment, vendor identification, RFI/RFP, bid evaluation, and award
- Ability to make well-informed recommendations based on an understanding of vendor types and organizational structures
- Direct ACCOUNTABILITY for fulfilling product offerings, and involved in internal account reviews and development, and futures sale phase
- To develop and build long-term professional customer relationships with existing, new and potential clients
- To identify and build a long term active pipeline, exploring both existing markets and targeting new market opportunities

Qualifications for business development operations

- Assess risks, issues, and critical dependencies across projects
- Develop and maintain tools and templates that help standardize business processes
- Prepare, edit, and quality control documentation (PowerPoint slides, spreadsheets, word documents)
- Support project tracking when required
- Prioritize workloads and ensure deadlines are met