

Sales and Business Development Job Description:

We're looking for someone who can sale, take on sales and business development activities. Here is a little bit about who we are and what we're hoping for;

Sedaa has been around since 2000, but still feels like a startup company. We have over 50 affiliated consultants with about 10 working consultants. We have client relationships as an approved vendor about, but we have not yet fully taken advantage of those relationship.

Since we're a small company we need someone who is a go getter and knows how to initiate leads while taking advantage and closing existing leads.

This could be a great opportunity for someone who's self motivated and eager to take advantage of a preexisting infrastructure. While starting at an entry level sales and biz dev, this can become a leadership position within Sedaa. Sedaa is built on 3 unites:

Consulting Services: This is our core competency. We are experts in Organizational Dev and Change Management Consultancy.

General Recruiting Services: This is very new to us. Yet, the majority of our working consultants fall under this category. Also, most of our leads are within this category. This includes any recruitment services, be it engineering, admin, IT, or ...

Membership Services: This is an online collaborative space exclusive to OD practitioners. Right now, we consider this not for profit, but there is a lot we offer through this space such as, online project management and document sharing tools, on line events coordination tools, etc...

Summary:

- Introductory calls → minimum of 20-30 calls / week
- Intro emails → minimum of 10-20 emails / week
- Set up intro meetings → minimum of 2 meetings / week
- Attend sales calls/meetings → minimum of 2 meetings /week
- Follow up with and close existing leads
- Generate new leads → minimum of 1 Lead / month
- Run sales visits → minimum 4 visits and drop by / week
- Set up /create leads/positions → minimum of 1 position /month
- Build new relationships → minimum of 1 new client / quarter
- Creating a presence through social networking



Careers@Sedaa.Net

- Create a marketing plan
- Support recruitment activities
- Administration activities → online reports, progress meetings,

Skill Requirement:

Sales and Biz Dev Experience is required

Proficient with Excel Data Entry

Experience with Direct Lead Generation

Prospecting and Direct Sales

Ability to close sales

Customer Service

Trouble Shooting & Problem Solving

Experience with marketing and online marketing is a plus

Prior experience with Organization development and Change management is a plus.