

Business Development Associate- ClinAcademy

ClinAcademy is an internationally renowned Healthcare Academy & Medical Institution providing a diversified educational portfolio in the Healthcare, Medical and Quality Management sectors to thousands of students and professionals in multiple and various fields

Major: degree in Business Administration, Biology, Chemistry, Public Health and Development Sciences, Food Science and Technology, or any related field

Experience: 3-6 years of experience in a related industry, with ability to travel when required.

Major Responsibilities:

- Carry on sales activities to ensure target achievement vs. forecast / business plan in collaboration with Business Development Director
- Perform his/her tasks abiding to BD department KPIs
- Carry on the agreed sales tactics for more effectiveness productivity
- Set a tracker to continuously follow up with leads and existing clients
- Solve customer issues and complaints
- Update online server of the Business Development in order to secure clean, updated and reliable data
- Build & strengthen relationships with key accounts by interacting directly with customers to maintain business
- Carry on intelligence activities according to the set intelligence system for competitors positioning and pricing, client's pipeline, key decision-makers' transitions
- Follow up on major industry events including webinars, seminars and news, attend them and report to the BD aiming for company strategic plans and development
- Update CRM / ERP Software in order to secure continuous update and reliability of data
- Follow up with recurrent and referral customers on upcoming proposals
- Comply to database and reporting system to analyze business development and sales activities and track progress
- Secure customer satisfaction and interfere when needed to prevent any account loss
- Carry on customer satisfaction surveying process and reports to BD manager
- Responsible for the continuous update of Company Profile, Brochures, social media, Testimonial Lists, all marketing tools etc. according to directions from BD director and BD manager
- Participate in monitoring the content planning of websites and social media platforms
- Participate in writing and creating content
- Collect data on clients, potential partners, competitors and market place and consolidating information into trackers (i.e., prepare database, intelligence, updates, etc.);
- Share and present market research reports/trackers and data analysis throughout the organization

How to Apply:

Kindly send your CV and contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext: 7801; 7802