

## **SENIOR BUSINESS DEVELOPMENT EXECUTIVE**

### **1. GENERAL**

Position Title: Senior Business Development Executive

Department: Business Development

Report to: General Manager, Business Development

### **2. RESPONSIBILITIES:**

- Identify target projects CSL have to follow up in the fiscal year within GM's guided direction.
- Formulate, analyze market information and recommend marketing strategy to the General Manager (GM) and coordinate communication between external clients and internal project team member (during bidding stage and project stage).
- Performs analyses of market conditions, trends, and forecasts and prepares reports for the GM (micro and macro market analysis, SWOT analysis etc) to define project value and support contracting scheme/subcontracting where necessary.
- Formulate & submit marketing plan/strategy for GM to review and approve.
- Discuss with the client on non-commercial issues at bidding stage in terms of timing/schedule and scope of the project (together with the project team)
- During negotiations, support GM for the negotiations in terms of presentation materials, clarification and legal forms.
- Receives and processes client queries for GM and project team members to follow up.
- Attend regular meetings within the projects and document project status.
- Notify GM of the project status and updates proposal in the event of changes in project scope and commercial issues.

### **3. REQUIREMENTS:**

- Bachelor's Degree in Marketing / Sales or any Engineering related field with technical experience
- Minimum 5 - 8 years business development / marketing experience in petrochemical plant work, familiar in the EPC/EPCm downstream/oil & gas industry
- Appropriate and sufficient experience in a main contractor environment involving EPC/EPCm
- Independent, assertive with excellent communication skills
- Bilingual in English and Mandarin so as to communicate with internal and external customers
- Able to commence work within short notice has added advantage
- Presentable and dynamic personality
- Go getter with proven sales track record