



## **Business Development Executive**

Full time employment

### **About Tech JDI**

- Tech JDI is established by experienced operators in the IT sector, to help foreign companies establish presence in Vietnam to access its fast-growing market and large talent pool for IT development.
- Our clients are rapidly scaling IT companies in variety industries: Covering e-commerce, IT security Consumer applications, Business software, Online-to-offline businesses.

### **Why join us?**

- We are Growing Fast in both Singapore and Vietnam.
- We care for our people, in terms of personal and professional development.
- We are looking for an energetic Business Development Executive to help with lead generation and pre-sales administration.
- Our customers include Multi-National Companies, Government Agencies, and growing startups.

### **Role & Responsibilities**

- Willing to familiarize yourself with the company's vision and mission, seeking to accomplish set goals and objectives.
- Conducting market research and identifying potential clients.
- Generate leads, scrap various databases and platforms to find the decision makers of ideal company/client and their contact information (Phone/Email/Zalo...)
- Cold calling and qualification of leads.
- Cultivating strong relationships with new clients, while maintaining existing client relationships.
- Collating and maintaining client information in the CRM database.
- Assist with drafting business plans, sales pitches, presentations, reference material, and other documents as required.
- Ability to manage multiple projects concurrently and meet deadlines.
- Other tasks as required by the Business Development Manager or Project Manager.

### **Are you the right fit?**

- Bachelor's degree in business management or related field.
- 1 - 2 years' relevant work experience in business development or similar field.
- Have in-depth local market knowledge.
- Have experience of generating leads.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office and relevant software.
- Experience with CRM software such as HubSpot or relevant is a plus.
- Ability to handle multiple projects simultaneously and work under pressure.

### **What is benefit we offer you?**

- Dynamic, young and friendly environment with enjoyable staff activities
- Flexible working environment
- Laptop
- Base salary package