



Position: **Executive Coordinator to CEO and Business Development Manager, Group**

Executive Coordinator to CEO and Business Development Manager role is to design, develop and present business model, plan and come up with new innovative ideas to develop business and meet the organizational goal. The position is instrumental and focus on innovation, bring ideas, activity transformation into business model, develop pathway to achieve the goal for the group. The job needs a lot of experience and hard work as well.

The Person will closely work with Sales, Marketing, Supply Chain, Finance, HR, Care, and other group business wings leads & teammates, internal and external stakeholders and directly reporting to CEO of the company.

About SEBL Group:

SEBL is a prominent Bangladeshi Conglomerate specially focused on Import, Export, Distribution, Retail Chain, E-commerce, Digital Marketing Agency, Manufacturing, Real Estate & Development, Constructions & Renewable Energy Business. SEBL is the National Distributor of World's 3rd largest smartphone brand XIAOMI. Currently it has 12 business wings running with over 1000 people working across the country.

Job Descriptions:

Executive Coordinator to CEO and Business Development Manager has to perform a vital job and here are the basic duties and responsibilities which s/he generally has to fulfill.

1. Closely work with senior leadership team (SLT) to design, develop and present business models and Go to Market (GTM) plan;



2. Planning and development of new products, ideas, services, CRM and new marketing initiatives to cater business opportunities;
Contacting potential clients to establish rapport and arrange meetings to drive business target;
3. Researching customers, potential buyers, organizations and individuals to explore new business opportunities;
4. Developing new markets, channel, segment, cluster, distribution and improve sales and marketing activities;
5. Proposing value for money of the current customers and attracting new ones;
6. Prepare and design business model, presentation, collaborate with peers and submit business development plan to internal and external stakeholders;
7. Developing goals for the development, drive business growth and ensuring they are met;
8. Developing business proposals, price quotes and submit to the potential clients
Training personnel and helping team members to develop their skills
9. Coordinate and collaborate with SLT, sales, marketing, supply chain, Care, Finance, HR and other team to drive business success.
10. Manage & coordinates all meetings & schedules of CEO.
11. Other adhoc assignment time to time assign by CEO

Skills and Specifications

- I. **Field Knowledge:** It is very necessary to have required knowledge of the industry, competitions, consumers, clients, distribution, channel management and the related sector.
- II. **Knowledge on International Business:** S/he should have in depth knowledge on analysis, research, surveys, trends, latest technology implementation and implication, etc. around the world.
- III. **Other Skills:** The other required skills in a candidate are that the candidate should have business modeling skills, required excellent Microsoft Word, Power Point Presentation and Excel skills.
- IV. The person should be able to put attention to detail and a keen eye upon work.

Education and Qualifications

- Business Graduate from IBA, DU/BBA (Marketing/Finance) DU, BBA, NSU/BRAC/IUB University along with 7-8 years' work experience as an Executive Coordinator, Business Development Manager or similar role in MNCs or Large Corporate.
- Good Communication, Reporting Writing, Presentation and Leadership Skills.
- Honest, Dedicated, Good team player, able to work under pressure.

Job Location: Gulshan 2

Salary: Negotiable



Interested candidates are requested to send their
CV to: hr@solarelectrobd.com
with the subject line "Executive Coordinator to CEO and Business
Development Manager, Group".

Application Deadline: 31st January, 2021