



Job Role	Business Development Executive
Department	Sales
Reports To	Sales Manager
Location	Dubai, UAE (Multi-Emirate Operations)
Employment Type	Full-Time

ROLE OVERVIEW

The Business Development Executives is responsible for driving growth by identifying new opportunities, implementing sales strategies, and building strong industry relationships. They manage client interactions end-to-end, ensuring excellent service and timely communication, while coordinating inspections and maintaining accurate records using CRM systems to support efficient operations and client satisfaction.

KEY RESPONSIBILITIES

Sales and Marketing

- Actively seek new business opportunities through networking, cold communication, and other sales techniques.
- Develop and implement effective sales strategies to increase market penetration.
- Conduct sales presentations to potential clients, highlighting the value of our inspection services.
- Build and maintain strong relationships with real estate agents, contractors, and other industry professionals.

Client Relationship Management

- Manage and nurture client relationships throughout the entire customer journey.
- Provide timely and accurate information to clients regarding inspection schedules, reports, and follow-up actions.
- Address client inquiries and concerns promptly and professionally.
- Resolve client issues and complaints effectively.
- Deliver exceptional customer service by providing a positive and seamless experience.

Administrative Tasks

- Record and track payments received from clients.
- Maintain an up-to-date client database with contact information and service history.
- Schedule inspections based on client availability and engineer schedules.
- Coordinate with engineers to ensure timely and efficient inspections.
- Utilize CRM software to manage and track client interactions.

QUALIFICATIONS & EXPERIENCE

- Strong interpersonal and communication skills
- Proven experience with outbound / cold calling
- Consistent track record of hitting targets
- Excellent problem-solving and negotiation skills



JOB DESCRIPTION

- Ability to work in a team and independently
- Proficiency in Microsoft Office and CRM software
- Attention to detail and highly organized
- Previous experience in sales or customer service roles in real estate services is a must
- Bachelor's degree in Business Administration or a related field is preferred
- Fluency in English is a must, and Arabic is a plus

WHAT WE OFFER

- Competitive compensation package with uncapped commission structure
- Structured career development pathway with mentorship
- Recognition and rewards for outstanding performance
- Collaborative working environment with a focus on professional growth.

This job description is intended to outline the general nature and scope of the role. It is not an exhaustive list of all duties and may be amended at management's discretion as operational needs evolve.