

Business Development Officer

VortexBPO OPC 2nd &3rd Floor Negros Crown Bldg,
Corner Real St, E J. Blanco Dr, Dumaguete, 6200
Negros Oriental
join.us@vbpo.com.ph
Phone : 0953 105 8241
Web : <https://vbpo.com.ph/>



Job Summary

Vacancy : 1
Deadline : Mar 31, 2025
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Employment Status : Full Time
Experience : Any
Salary : To Be Discussed
Gender : Any
Career Level : Mid Level
Qualification : Bachelor's Degree

Job Description

Job Overview:

Vortex BPO Philippines is looking for a **Business Development Officer** to drive growth and expand our client base. The ideal candidate will be responsible for identifying new business opportunities, building strong customer relationships, and developing strategic sales and marketing plans. If you have strong communication skills, a passion for business growth, and the ability to multitask, we want to hear from you!

Key Responsibilities:

☑ Identify and pursue new business opportunities to drive company growth. ☑ Develop and implement sales and marketing strategies to attract potential clients. ☑ Maintain strong relationships with existing customers and partners. ☑ Conduct market research to identify trends and opportunities. ☑ Prepare and deliver business proposals, presentations, and reports. ☑ Collaborate with internal teams to align business strategies with company goals. ☑ Monitor business performance and provide insights for improvement. ☑ Ensure client satisfaction by addressing concerns and providing tailored solutions.

Education & Experience

☑ Education: Preferably a college graduate in Business, Marketing, or a related field. ☑ Experience: At least one (1) year of experience in sales, marketing, or business development.

Must Have

☑ Skills: Strong verbal and written communication skills. Ability to manage complex projects and multitask efficiently. Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint. Strong analytical, negotiation, and problem-solving skills. Comprehensive understanding of business operations and growth strategies.

Educational Requirements

Bachelor's Degree

Compensation & Other Benefits

To Be Discussed