



Job Description Form

Division/Department:	Business Development Department
Location:	2075 El-Mearag City, Maadi, Cairo, Egypt
Job Title:	Business Development Specialist
Reports to	Managing Director

Evaluation Period: After 3 months for new employees, then on a yearly basis	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Working hours: 9:00 a.m. – 5:00 p.m. Working days: Sunday to Thursday
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ABOUT INTEGRAL RISE

Integral RISE is a member of SHAKER GROUP (A leading electromechanical consulting firm established in 1982 with offices in 8 countries), and a sister company to Integral Consult. Integral RISE specializes in providing consulting services in the field of energy efficiency, resource efficiency, renewable energy (with focus on Solar heating & Solar PV) and sustainability to wide range of clients from individual enterprises to governmental decision makers.

Integral RISE provides integrated services at the highest international standards for the following disciplines:

- Energy Audits and Energy management systems
- Resource efficiency and cleaner production solutions
- Design of renewable energy systems (with focus on solar heating and solar PV systems)
- Energy planning and feasibility studies

More details are present in our website: www.integral-rise.com

JOB RESPONSIBILITIES

- Participate in planning, developing, and maintaining business development programs in support of business development strategies.
- Initiate and organize requirements to achieve the business objectives and contribute to the development of the business plan.



- Prepare winning and profitable proposals and negotiate contracts with clients.
- Meet potential clients and give presentations on company services to create and maintain successful business relations.
- Fetch for new business opportunities and create consortiums with foreign companies when needed.
- Manage the LinkedIn and social media pages.
- Prepare all invoices and follow-up with clients regarding that.
- Perform research and analyze various topics affecting specific lines of business.
- Prepare a weekly updated progress report.

JOB SKILLS REQUIREMENTS

- Bachelor's in engineering preferably having interest in the energy and sustainability field.
- 3-6 years of experience in a business development position.
- Degree/Certification in business administration/marketing field is an asset.
- Passion towards contribution to the company's growth.
- Excellent communication and presentation skills.
- Creative, independent, and willing to learn.
- Ability to work within a team.
- Good organizational skills and a goal-oriented approach to task completion.
- Ability to communicate effectively and tactfully with clients, regulatory officials, and co-workers.
- Fluent English and Arabic, both in writing and speaking.
- Self-motivation and the ability to work with minimal direction and under pressure.
- Flexibility to travel inside and outside Egypt.

If interested, please send your updated CV to the following email address:

info@integral-rise.com

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.