



CAREER OPPORTUNITY

Business Development Officer

Description:

As the Business Development Officer you will work directly with the General Manager to ensure the day-to-day operations goals are achieved.

Duties and Responsibilities:

This job description is intended to outline the primary duties, qualifications, and job scope, but it is not limited to the tasks listed. Additional responsibilities may be assigned as needed.

- Assist the Service and Sales of the Company's Business, promoting sales, servicing existing clients, and establishing new accounts.
- Resolving customer issues or complaints in a timely manner, assisting customers with complaints or inquiries related to products, services or purchases.
- Preparing and maintaining customer engagement plan and report same to General Manager. This includes visiting various customer locations for face-to-face meetings.
- Performing various administrative duties
- Generation of quotes, tenders and proposals inclusive of budgets and technical information as required.
- Generate monthly project reports for clients
- Prepare technical proposals for business activities as requested by clients
- Provide product and pricing information by clarifying customer requests, selecting appropriate information, forwarding and answering questions
- Maintain professional internal and external relationships that meet company core values
- Prepare sales presentation by compiling data, developing presentation formats and brochures

Minimum Qualifications:

- Bachelor's degree in business administration, or associate's degree and high school diploma of academic qualifications and work experience

**Experience/Skills:**

- At least 2-4 years' experience in technical support, data management or administrative role
- Strong communication skills (written and verbal)
- Ability to gather, analyze and interpret data
- Customer Focused
- Planning, Organizing and Time Management
- Attention to Detail
- Problem Solving/ Decision-making
- Teamwork
- Interpersonal Effectiveness
- Proficiency in Microsoft Office
- Unit Conversion

Remuneration:

Compensation will be based on academic qualifications and experience.

Only shortlisted candidates will be contacted.

Applications along with two (2) professional references should be emailed to jaishree.ramprasad@tigerrentals.com

CLOSING DATE FOR APPLICATIONS: 24 August 2026.