

Business Development Executive - Strategic Projects Management

Job Title	Business Development Executive		
Division	Corporate Division		
Department	Strategic Projects Department		
Section	Strategic Projects Management		
Location	Head Office	Direct Reports	
Reports To		Version Number	1
External Relations		Guide Number	6974
Internal Relations		Job Code	

Basic Function

To develop new business opportunities in line with both SMSA's line of services and Saudi government's national transformation program "NTP 2030", which will help the company achieve its strategic and business objectives.

KEY Responsibilities

Core

- To develop and implement business development strategy covering various ministries, government and semi-government entities including major corporate houses.
- To develop new business opportunities in line with SMSA's line of activity made available as part of Saudi government's implementation plan of vision 2030.
- To develop, define, negotiate and close business relationship and secure contractual agreements with various entities.
- To achieve and monitor assigned KPI's.
- To monitor projects under mobilization.
- To support and work with finance team for the preparation of proposals.
- To follow up with various entities to close/finalize the deal.
- To prepare monthly action list report.
- To visit various entities for prospecting new opportunities.
- To develop and implement strategy for continuous improvement.
- To develop and cultivate targeted relationships with the decision makers of the target organizations.
- To identify new revenue streams that help grow the business.
- To travel to given region when business necessitates.
- To take the responsibility for monitoring the relationship with the target organizations.
- To be aware of all work being done for the target organizations.
- To act on the target's comments and demonstrating progress.
- To build relationships at all levels within the target organizations.

- To support and act on cross-selling opportunities, and coordinating as required with other partners or practice groups who work with the same field.
- To perform other assignments as might be assigned by management from time to time.

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits.
- Actively participates in the development and implementation of EHS objectives & programs.
- Participates in the emergency response plan.
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation.
- Coordinate and participate in the paper and other recycling programs.

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 3
Communication	Level 4
Networking/Relationship building	Level 5
Planning & Organizing	Level 3
Technical Competencie	
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Advanced

Competencies – EHS
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

Organizational Competencies
<p>Beginner</p> <p><i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i></p>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
<p>Education & Experience■Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.</p> <p>or</p> <ul style="list-style-type: none"> ●Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position <p>or</p> <ul style="list-style-type: none"> ●Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position <p>*Note: Industry Experience wherever its applicable</p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: