



BUSINESS DEVELOPMENT OFFICER (BDO)

A Business Development Officer (BDO) at our consultancy firm identifies growth opportunities, generates leads, builds client relationships, researches markets, and supports strategic sales to drive revenue, involving tasks from cold calling and proposal writing to contract negotiation and stakeholder engagement, all while understanding industry trends to expand the firm's presence and client base.

Key Responsibilities

- **Lead Generation & Prospecting:** Identify and research potential clients and new business lines, using cold calls, networking, and databases to find opportunities.
- **Client Relationship Management:** Develop and maintain strong, trusting relationships with existing and new clients, ensuring satisfaction and repeat business.
- **Market Research & Strategy:** Analyze market trends, competitor activities, and industry landscapes to inform business strategies and identify growth areas.
- **Proposal & Pitch Development:** Collaborate with internal teams (sales, marketing, operations) to create compelling proposals, presentations, and tenders for potential clients.
- **Negotiation & Closing:** Negotiate contract terms, close deals, and manage the final stages of client acquisition.
- **Collaboration & Reporting:** Work with senior management and internal teams, providing reports, forecasts, and feedback to support overall business growth.
- **Networking & Events:** Attend industry events and build referral networks to expand the firm's reach.

Key Skills & Qualifications

- Strong communication, interpersonal, and negotiation skills.
- Proactive, self-motivated, and results-oriented.
- Analytical and problem-solving abilities.
- Market knowledge and business acumen.
- Bachelor's degree in Business or Marketing, or a related field is required

HOW TO APPLY

Send your CV and qualifications to jobs@clivelikumbi.co.za

Deadline: 23/02/2026