

## **Business Development and Logistics Officer**

The Business Development and Logistics Officer is responsible for assisting with logistics functions and expanding business relationships with all Geoscape's partners and clients. He/she is responsible for developing business opportunities for Geoscape's services. The Business Development and Logistics Officer reports to the Head of Operations.

### **Responsibilities**

1. Identify and develop business opportunities
  - Maintain regular contact and follow up with Geoscape's key clients
  - Coordinate requests for quotations (RFQs)
  - Effectively communicate with clients via telephone, face-to-face and written communication.
  - Maintain accurate records of all contacts with clients
2. Account Management
  - Increase Geoscape's involvement with clients
  - Manage client relationship
3. Logistics
  - Handle logistics functions including delivery of goods
  - Prepare and submit invoices to clients
  - Handle quality assurance functions
4. Maintain high standard of personal presentation and represent the company in a professional manner at all times.
5. Maintain records of all expenses and obtain necessary approval in line with company policy.
6. Ensure safe delivery practices and work procedures in line with company's health and safety.
7. Perform other duties as assigned

### **Requirements**

The incumbent must have proficient knowledge in the following:

- Supply chain
- Customer services
- Relevant tools and technology
- Applicable regulations and standards

The incumbent must also demonstrate the following skills:

- Strong team building and negotiation

- Effective verbal and written communication
- Competent computer skills including the ability to operate spreadsheets and word processing programs
- Ability to prepare reports, proposals, policies and procedures
- Effective public relations and public speaking
- Effective time management and organization
- Sound judgement and decision making

### **Attributes**

The incumbent must maintain confidentiality, use sound judgement and perform independently while performing the duties of the Business Development and Logistics Officer. He/she must also demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful and professional
- Demonstrate sound work ethics

### **Physical and Environmental Conditions**

The Business Development and Logistics Officer may have to spend long hours sitting and using office equipment, and attending networking event, trade and career fairs.

### **Mental and Sensory Demands**

The Business Development and Logistics Officer will have to manage a number of tasks/projects and must be prepared to deal with emergencies and stressful situations at any time. He/she will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches.