

Business Development Officer

AIESEC Sydney

Role Overview

The Business Development Officer's role is to engage in professional contact with external entities. You will be representing AIESEC in establishing and maintaining client relationships. This is in order to facilitate internships for the international community to take part in.

Main Responsibilities

Business Development

- Approach external entities in the form of telecommunication, business meetings and networking events to inform corporates of AIESEC's Global Internship Program
- Research, prepare specific proposals, arrange, attend and follow up with sales meetings

Account Delivery

- Monitoring client accounts and ensuring delivery of specified agreements and contracts
- Ensure a high level of client satisfaction through consistent communication, progress updates and meeting set expectations
- Recruit internship applicants through interviews, selection, international relocation and reception logistics
- Effective communication with fellow officers and AIESEC Sydney's Local Committee to ensure consistent delivery and progress

Intern Servicing

- Ensure interns have necessary resources for their cultural integration and professional development

Requirements

- Time commitment of 8 hours a week
- Accountable to President, Vice President and Team leader
- Have regular meetings/coaching chats with the Vice President and Team Leader
- Be actively involved in all weekly local committee and functional meetings
- Fulfilment of assigned tasks
- Respect and courtesy for other members
- 24 hour turn-around reply to emails
- Proactive in your personal development

Key Performance Indicators

- No. of entities contacted per week
- No. of meetings and follow up meetings per week
- No. of TNs raised, matched and realised
- Level of Client Satisfaction
- Level of Intern Satisfaction
- Retention Rate of Partners

Benefits

- Experience in a sales role
- Development of business etiquette and language
- Expansion of your existing industry networks and contacts
- Increased personal ability to design and tailor a business case
- Develop your global network by meeting interns who will work with your partners

Competencies and Skills

- Communication
- Value Identification
- Personal Effectiveness
- Relationship Building and Management
- Resilience
- Confidence and Motivation

Works with

- AIESEC Sydney members
- Fellow Business Development Officers across region – NSW, Macq, UTS and ANU

This Job Description is subject to change at the approval of the Vice President

AIESEC Sydney

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