

## **Job Title:**

Business Network Development Executive

## **Job purpose**

The main purpose of a Business Network Development Executive is to help Coffee Island firm to build up business activities. He/she will be responsible for discovering and pursuing new partner prospects, present Coffee Island's business model from a holistic point of view, and ensure efficiency of business implementation.

## **Location**

This position is based in Nicosia.

## **Reporting**

Business Network Development Supervisor

## **Duties and responsibilities**

- Locate or propose potential business deals by contacting potential partners/investors: discovering and exploring opportunities
- Arrange meetings so as to capture and evaluate each profile respectively and imprint firm's requirements while examining risks and potentials; estimating partners' needs, concerns and goals.
- Interact and evaluate proposed sites from real estate agents.
- Screen potential business deals by analyzing market strategies, deal requirements, potential, and financial; evaluating options: resolving internal priorities.
- Compose reports, analyze and interpret data
- Monitor operating departmental costs and budgets
- Ensure schedules and daily objectives are met
- Network with business people and investors in order to establish potential business ventures.
- Makes recommendations or decisions in line to his job level and internal hierarchy.
- Attend Networking events, trade shows, chamber meetings as well as any other assigned or recommended events.
- Protect organizations value by keeping information confidential.
- Performs other duties as assigned.

## Qualifications

*Qualifications include:*

- Bachelor Degree required (Business orientation preferred)
- MBA Degree preferable
- Strong ability to build relationships;
- Detail-oriented and able to manage multiple on-going initiatives
- Strong communication skills (written and verbal)
- Excellent organizational skills
- Tenacity and self-motivation
- High level of integrity
- Proven ability to create and maintain project timeline
- Willingness to travel
- Current driver's license
- Ability to effectively manage a territory/region
- In addition, the following are preferred:
  - Familiarity with target markets
  - Real estate and development experience
  - Contract negotiation skills

## Working conditions

This job requires a person to work mostly in office working conditions for a standard of 8 hours shift. However, depending of the interest shown towards the company, trips may have to be organized in order to meet potential partners/investors and evaluate suggested locations. In such cases, working conditions cover a range of circumstances from evening and weekend work, extended shift work, working outdoors, working with challenging clients, and so forth.

Please sent your CV at the following e-mail address: [cv@coffeeisland.com.cy](mailto:cv@coffeeisland.com.cy) until 3/10/2017.

*All applications will be kept confidential.*