

Business Development and Project Management Manager

Job description

This position calls for multi skills in both the business development and project management of projects from the inception stage right to the execution and completion.

Typical work activities

Project Management

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies selected and desired methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes our exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.
- If necessary, tracks and reports project team hours and expenses as needed.
- Manages project budget.
- Ensures timely and accurate invoicing, and monitors receivables for project in coordination with accounting team.
- Follows up with clients, when necessary, regarding unpaid invoices.
- Analyzes project profitability, revenue, and margins.
- Resolves and/or escalates issues in a timely fashion.
- Effectively communicates relevant project information to superiors.
- Understands basic revenue models, P/L, and cost-to-completion projections and makes decisions accordingly.
- Assures project legal documents are completed and signed.

Business Development

- Identifies business development and "add-on" sales opportunities as they relate to a specific project. Completes the Go/No Go analysis of pioneer projects.
- Leads proposal efforts including completing project scoping and presentations.
- Effectively conveys company message in both written and verbal business development discussions.
- Facilitates team and client meetings effectively.
- Holds regular status meetings with project team.
- Keeps well apprised of general corporate news.
- Delivers engaging, informative, well-organized presentations.
- Understands how to communicate difficult/sensitive information tactfully.
- Manages day-to-day client interaction.

- Sets and manages client expectations.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Builds a knowledge base of each client's business, organization and objectives.
- Manages the marketing collaterals of the group

Requirement:

- Minimum degree requirement of a BA/B.Sc, preferably an MBA with a business discipline concentration such as Finance, Marketing or Accounting. Professional project management qualifications are a plus.
- Minimum 5 years working experience in a similar or related environment
- English and Arabic language proficiency is a MUST. Successful candidate must have professional writing and communication skills and be able to converse and carry out presentations in both languages
- Successful candidate must have customer or client-facing skills and experience and must be able to work and take on new initiatives with little supervision
- Good skills in Microsoft Office including Excel and PowerPoint
- Position will be based in Jeddah, Saudi Arabia