

# **Business Administration & Development Manager**

**Yaser Soft Solutions Inc.**

1547 Farmstead Drive, Milton, ON L9E0A6

**Milton, ON**

## **Full Job Description**

Yaser Soft Solutions management team has more than 13 years of experience as an IT consulting service provider in Mining, Banking, telecom, and other major industries to guide companies of all sizes through complex, costly, and expanding IT issues with their budget and goals in mind. We do help companies develop a nimble startup mindset allowing them to stay ahead in the market.

We currently seeking an outstanding Business Administration & Development Manager to join our highly motivated and evolving team. The ideal candidate will have at least 5 years of experience in the business administration and development (HR) and a good track record in market expansion, successful sales strategy formulation, and execution. As a Business Development Manager, you will be responsible for identifying new business opportunities, nurturing existing client relationships, and creating innovative solutions to meet client needs, thereby driving revenue growth. At YSS, you will collaborate with experienced, dedicated, and fun people.

This position will focus on administrative, accounting, customer service, and management functions. You will ultimately be responsible for identifying potential customers, establishing relationships, and completing transactions.

## **ESSENTIAL RESPONSIBILITIES:**

- Develop market expansion plans through market research, competitive analysis, and other methods.
- Seek new business opportunities, identify potential clients, and establish and maintain good relationships with clients through telephone, external publicity, and interaction with professional industry networks.
- Respond to incoming calls, referrals, and leads in a timely and effective manner.
- Resolve client issues, prepare accurate quotations, formulate, and submit proposals in a professional and confident manner.
- Conduct product demonstrations to potential clients.
- Responsible for conducting sales negotiations and cooperative activities and achieving transactions to reach and exceed sales targets.
- Share customer feedback with the product team to help develop product roadmaps.
- Work with the product team and customer service team to ensure customer satisfaction, continue to identify additional sales opportunities with existing customer base and maintain business growth.
- Analyze market data, market trends, and competitors, provide market feedback and sales forecasts, and provide improvement suggestions to optimize business expansion strategies.

## **REQUIRED SKILLS & EXPERIENCE:**

- Fluent in English, Punjabi, and Urdu
- More than 5 years of sales experience in administration and business development.
- Effective communication and collaboration skills with all levels of teams and clients on a formal, informal, written, and oral basis.
- Proactive, able to work independently and as part of a team.
- Familiar with sales negotiation, closing skills, and marketing strategies; able to work independently and achieve sales targets.
- 6. Proficient in office software operations, excellent time management, and organizational skills.

## **Qualifications**

- At least bachelor's degree or related field
- Master's Business Administration would be an asset.
- Sufficient experience in marketing, business management and Administration, to meet the job requirements.

## **Salary:**

- From \$57,000- \$60,000 a year

## **Job type:**

- Full-time

## **Schedule:**

- 8 hours shift
- Monday to Friday

## **Expected Start date:**

- 2023-09-15.

## **Work Location:**

- In person

## **Benefits:**

- Dental Care
- Paid Time-Off

In YSS, we care about what we do and the people we work with. We constantly strive to improve and do our best. If you meet the above requirements and are interested in this position, please send your resume to our human resources email: E-mail: [info@yessoftolutions.com](mailto:info@yessoftolutions.com).

## **Hiring Insights:**

- Hiring **1 Vacancy** for this role
- Urgently hiring