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### **Job Description (BD Executive)**

**Job Title:** BD Executive

**Location:** Yangon

**Job Type:** Full-time

**Company:** CIM Property Consultant

**About Us:**

Local Experts with Foreign Knowledge.

Since 2010, CIM continues to monitor and provide its expertise to both local and international investors in Myanmar.

Through our local knowledge and foreign expertise, we surmounted more than a decade of sizable experience, navigating through the intricacies of a frontier market. We make sure to gather and process first-hand information, crucial to our professionals and towards the success of our clients.

Our creative and strategic real estate solutions through our advisory and transactional services are proven effective with many pioneering developments across the country.

CIM has made many historical firsts, and we look ahead to building bigger milestones towards the future.

**Job Summary:**

As a Business Development Executive, you will be responsible for managing and generating sales accounts in the consultancy and brokerage sector. Your role involves coordinating with clients on project-related activities, generating leads through effective social media management, and representing investment accounts and brokerage deals. Meeting monthly sales quotas, engaging in client sourcing and cold calling, and assisting in generating sales leads and monitoring key performance indicators (KPIs) are essential aspects of this position. Additionally, you will work closely with the Managing Director to build and maintain client relationships and ensure the implementation of sales procedures for optimal efficiency. This role is pivotal in driving sales growth and fostering strong client connections within the organization.

**Key Responsibilities:**

- Primarily generate and manage sales accounts for consultancy and brokerage accounts.
- Coordinate with clients on project related activities such as site inspections and information
- Gathering and liaison with project leads.
- Generate referrals and leads through social media management including website, Facebook and LinkedIn and other platforms as necessary.
- Represent investment accounts and other brokerage deals as assigned by the MD Produce revenue with quarterly sales quotas set by the MD Generate leads through client engagement activities such as cold calling, client sourcing, networking events among many others.
- Assist the MD in generating and monitoring Sale KPI reports and trackers.

**C.I.M. Property Consultants Co., Ltd.**

Suite 31 & 33, Level 14,

Junction City Tower, No 3/A, Bogyoke Aung San Road, Pabedan

Township | Yangon| Myanmar

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- Assist the MD in generating new sales leads and establishing existing and new client relationships.
- Assist the MD in monitoring and implementing departmental sales procedures.
- Other deliverables shall be requested from time to time and management shall have the right to amend these duties as deemed necessary.

**Qualifications:**

- Strong sales and marketing skills
- Excellent communication and interpersonal skills
- Ability to build and maintain relationships
- Ability to negotiate and close deals
- Knowledge of industry trends and developments
- Bachelor's degree in business administration, marketing, or a related field

**Benefits:**

- Opportunities for growth.
- Learning and development support.
- Competitive salary and benefits package
- Opportunity to work with a talented and experienced team
- Chance to make a significant contribution to the company's growth and success