

## **Job Description**

**Position** : Assistant- Business Development

**Years of Experience** : Minimum 1 to 2 years

**Qualification** : Any Bachelor's Degree

### **Computer Proficiency:**

1. Microsoft office
2. Power Point presentation

## **ROLES AND RESPONSIBILITIES**

1. Prepare business brochures & flyers and update TWIC Website upon project completion.
2. Conduct research to identify emerging trends and opportunities in the water and wastewater sectors.
3. Maintain accurate records of project developments, support in organizing meetings, prepare regular reports, presentations and follow-ups to foster partnerships and collaborations.
4. Coordinate for meetings, workshops, and events related to business development activities. Handle correspondence and documentation related to business development initiatives.
5. Work closely with technical, finance, and operations teams to align business development efforts with organizational capabilities and goals.
6. Facilitate communication and coordination across departments to ensure seamless project execution.