



# BUSINESS DEVELOPMENT MANAGER

## Environment DIVISION

**Workplace:** Remote or Hybrid (Gatineau (Canada), Brussels (Belgium), Nantes (France), Paris (France))

**Status:** Full-time

**Work schedule:** 38h per week, Monday to Friday

**Start date:** Flexible.

*Baastel offers flexible working hours and a teleworking policy.*

## WELCOME TO BAASTEL!

Groupe-conseil baastel (Baastel) is a consulting firm providing **cutting-edge services** in the field of international development. Founded in 1989, Baastel's mission is to **contribute to sustainable human development**. This contribution aims at the success and reinforcement of development practices and actions (projects, programs, policies) through quality consulting services. Baastel focuses on the three main axes of sustainable development: the promotion of social equity, economic development, and environmental management.

## ROLE OF THE BUSINESS DEVELOPMENT MANAGER

Under the supervision of the Director of Business Development, the Business Development Manager **actively participates** in the **growth** of the company's activities by responding to calls for tender and ensuring the administrative management of various mandates. The **development of business opportunities worldwide** is at the heart of his/her daily work, and he/she must build relationships of trust with Baastel's partners and customers. The Business Development Manager is also responsible for **building strong teams** of experts, keeping abreast of new industry trends, and **supporting team leaders** in the administrative management of mandates. In more detail, she/he is responsible for:

- Researching business opportunities and developing commercial proposals.
- Lead the identification of potential markets, partnerships, and strategic opportunities.
- Project and information management (contracts, invoicing, budget tracking, etc.);
- Maintain harmonious relations with customers, consultants, and development team.
- Participate in working committees to optimize corporate development.



## QUALIFICATIONS REQUIRED

- **Master's degree in management**, business, administration, or a related field.
- **5 years'** relevant business development and proposal writing **experience**, ideally in international development or in a relevant field.

## CORE COMPETENCIES

- Excellent oral and written communication skills in English (high-level English writing and reviewing skills essential)
- Good oral and written communication skills in French and/or Spanish as a second language will be considered an asset.
- Proficiency in Office suite software (Word formatting essential)
- Excellent IT skills (Teams, OneDrive, Internet)
- Ability to balance workloads and prioritize requests to meet deadlines.
- Great attention to Details
- Autonomy and initiative

## BE PART OF THE TEAM!

Send us your CV and cover letter to [recrutement@baastel.com](mailto:recrutement@baastel.com). To increase your chances of being selected, please clearly indicate the job title in the subject line of your message.

We sincerely thank all applicants for their interest! Those selected for further consideration will be contacted on a priority basis.