



**Company:** The Professional Couriers

**Industry:** Courier and Cargo

**Role:** Business Development Executive

**General Summary:**

The Professional Couriers was incorporated on November 1, 1987. The firm is a leading Last Mile Express Logistics service provider with services across India and Internationally.

We are looking for talented individuals for the Business Development Role with minimum 5 years of relevant experience

**Roles and Responsibilities:**

- Lead Generation (Field Work)
  1. Cold calling
  2. Identifying profitable business opportunities
  3. Coordination with the Delivery executives, Branch and territory heads to collect Verified Business Leads
  
- Client acquisition and Retention
  1. Scheduling and attending the customer appointments
  2. Seal and Signature of Quotation approval
  3. Ensuring Consignment data is shared to the Customer care Department
  4. Escalation on Customer complaints
  5. Coordination with the management regarding customized client requirements
  6. Monthly performance reviews
  7. Ensuring Client Retention
  
- Up Selling and Cross Selling to Existing and Potential clients
  
- Responsible for the management and handling of the RFQ response documents coming to the company for Logistics Business.



- Updation of Daily and Monthly reports
- Coordination with the Branches, Operations, Customer care departments to ensure efficiency in the project
- Revenue generation to assigned Branches and Sectors
- Annual Rate revision process to increase overall revenue

#### **Skills and Requirements:**

- Minimum 5 years of experience
- We prefer candidates with experience in logistics/courier services.
- Location: Mahadevapura and Bangalore East
- Language: Kannada and English
- MS Word and Excel : Data Entry for report generation
- Excellent written and verbal communication skills
- Team Work: Coordination with various departments to ensure smooth flow business
- 2 Wheeler is mandatory for commute