



# **BUSINESS DEVELOPMENT ASSISTANT**

Under Business Success Group - Acquisition

## **Job Definition:**

This position contributes to DPC success by assisting and enabling the Business Development Officer to identify the right market, then review, polish, re-calibrate and properly execute the approved plans, product development launches and strategies that are aimed to achieve DPC's objectives of customers awareness, understanding, and ultimately usage of DPC's products and services.

## **Key Accountabilities:**

- Assists the Business Development Officer in all programs, strategies, and product development activities. Expected also to contribute personal opinions and recommendations to planning, strategies and product development. a. Must be familiar with digital platforms, products, and service models.
- Is detail oriented, and able to fully understand product development processes and requirements.
- Works with Business Development Officer to create and foster beneficial partnerships for DPC.
- Submits Periodic Marketing & Sales Monitoring Reports (via use of Salesforce, PowerPoint and Excel)
- Has experience and ability to gain insight through data and observation, to help identify and analyze who are the consumers that need us, and what do they need.
- Attends and takes note of discussions and agreements during coordination meetings
- Is able to create presentation materials used internally and externally
- Can coordinate with various third party agencies and suppliers for program requirements

## **Qualifications:**

- College graduate, preferably with degree in Business Administration, Marketing, Communications, or other related courses.
- At least 1 year experience in product management
- Proficient oral and written communication skills (English & Tagalog)
- Keen attention to details
- Ability to think creatively and innovatively
- Great time management and self management
- Good Analytical Skills
- Familiarity and exposure to market research, digital marketing, and social media management
- Proficient in MS Office Applications
- Bonus: Can use Photoshop