LEONARDO

Job Description

Company	Leonardo W.L.L
Designation	Sales and Business Development Officer
Department	Commercial
Reporting to	General Manager

Introduction

The Sales and Business Development Officer support the company's commercial activities and business growth by identifying business opportunities, developing customer relationships, coordinating sales and tendering activities related to the company's products, systems, and services in Kuwait.

Responsibilities

- Identify and pursue new business opportunities, potential customers, projects, and tenders.
- Develop and maintain relationships with existing and prospective customers, including key government clients such as the Ministry of Interior (MoI), Ministry of Defence (MoD), and Directorate General of Civil Aviation (DGCA), as well as business partners and relevant stakeholders.
- Monitor market trends, competitor activities, and customer requirements.
- Review tender invitations and coordinate the preparation of technical and commercial proposals with relevant departments and divisions.
- Prepare quotations, presentations, and other commercial documentation.
- Follow up on customer inquiries, submitted proposals, tenders, and ongoing business opportunities.
- Coordinate with the Parent Company in Italy and relevant departments to obtain technical, commercial, and product-related information.
- Maintain accurate and up-to-date customer records, tender information, and sales pipeline reports.
- Prepare periodic reports on business development activities, market opportunities, and sales progress.
- Ensure commercial activities comply with company policies, procedures, and applicable requirements.

Authorities

- Communicate with customers, prospective clients, and business partners on commercial matters.
- Prepare quotations, proposals, and tender documentation for management review and approval.
- Request relevant technical and commercial information from internal departments and divisions.
- Recommend potential business opportunities, customers, and market development initiatives to management.
- Follow up on assigned commercial activities within the approved scope of authority.
- Escalate commercial issues and matters requiring management approval.

Accountabilities

- Effective identification and follow-up of business opportunities and tenders.
- Accuracy and timely preparation of commercial proposals and documentation.
- Timely submission of sales reports and updates.
- Effective customer relationship management and coordination with relevant stakeholders.
- Achievement of assigned sales and business development objectives.
- Compliance with company policies, procedures, and delegated authority.

Qualifications

- Bachelor's degree in Business Administration, Marketing, International Business, or related field.
- Minimum 3 years of relevant experience in sales, business development, tendering, or commercial activities.
- Experience in engineering, technology, equipment, aerospace, defence, or related industries is an advantage.
- Experience dealing with corporate and government customers.

Skills:

- Good communication, presentation, and negotiation skills.
- Strong customer relationship and business development skills.
- Good commercial awareness and market analysis abilities.
- Strong organizational, coordination, and follow-up skills.
- Ability to prepare professional proposals, reports, and commercial documentation.
- Proficiency in Microsoft Office.
- High level of integrity and professionalism.
- Ability to manage multiple priorities and work under pressure.
- Good teamwork and interpersonal skills.
- Good command of Arabic and English; knowledge of Italian is an advantage.

How to Apply

Interested candidates who meet the above requirements are invited to submit their CV to maricel.mesina@leonardo.com.kw and maricel.mesina@leonardo.com