

## Job Description

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### **Profile : Marketing & Business Development Officer**

### **Department : Livelihood**

We are seeking a proactive and results-oriented **Marketing & Business Development Officer** to join our team. The ideal candidate will be a dynamic individual with a strong ability to identify market opportunities, build relationships, and drive sales for our diverse range of products.

### **Responsibilities:**

- **Market Research & Business Development:**
  - Identify and target potential B2B customers, including hotels, hostels, and restaurants, for our food preservation products.
  - Find and engage new customers for our handicraft and wooden items, such as handmade files, silk scarves, and special chairs.
  - Conduct research to identify new market opportunities and develop effective sales strategies.
- **Sales & Client Relations:**
  - Initiate and manage individual meetings with business partners and customers to build strong, lasting relationships.
  - Coordinate with the production team to develop and execute targeted sales strategies.
- **Marketing & Promotions:**
  - Organize and execute promotional activities and exhibitions for our products.
  - Develop and implement marketing action plans on a weekly basis, and create monthly reports for management.
  - Collaborate with the team to design and execute comprehensive marketing plans for our products.
- **Operational & Supply Chain Coordination:**
  - Source and secure high-quality raw materials from the market.
  - Identify and implement the latest and most effective packaging materials.
  - Coordinate and collaborate with each production unit to ensure smooth operations.
  - Manage the timely receiving and delivery of products and orders.
- **Talent & Resource Management:**
  - Source and connect with potential skilled professionals from places like BHU and other institutions to enhance our artistic and production capabilities.
  - Explore and identify employment opportunities for trainees in the market.
- **Reporting & Documentation:**
  - Maintain detailed records of sales and material purchases for each production unit.
  - Prepare and present monthly plans and reports to the relevant stakeholders.

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**To Apply:** Please email your application to [hr@kiranvillage.org](mailto:hr@kiranvillage.org) and [satish@kiranvillage.org](mailto:satish@kiranvillage.org)

**Application Deadline:** September 15, 2025

We appreciate all applications, but only those selected for an interview will be contacted.