



**ALLIED SERVICES**  
we make it possible

## **JOB VACANCY**

**Job Title:** Business Development and Operations Executive

**Reporting to:** Business Development and Operations Lead

**Job Location:** Nairobi Kenya

**Allied Services**, a logistics company with operations in South Sudan, Kenya, Uganda, and UAE are searching for a Business Development and Operations Executive to join their team of focused Human Capital in Nairobi, Kenya.

### **Key Responsibilities.**

- Building solid relationships with customers, vendors, and distributors, as well as sales and marketing teams.
- Developing in-depth knowledge of company offerings to identify profitable business opportunities.
- Directing marketing efforts by presenting market research to marketing directors and suggesting strategies to expand market research.
- Assessing marketing and sales as well as supplier and vendor operations and recommending improvements as needed.
- Preparing all documentation required for requests for proposals.
- Researching emerging trends and recommending new company offerings to satisfy customers' needs.
- Developing and managing strategic partnerships to grow business.
- Presenting business or marketing opportunities to company executives and management.
- Organize transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary.
- Prepare and submit daily/weekly and periodic shipments and operations reports.
- Coordinate and track movement of goods through logistic pathways.
- Negotiate on freight rates and other transportation costs to keep working costs low.
- Clearance of Items at Border entry points

### **Skills, Competencies and Experience.**

The successful candidate will be required to have the following skills and competencies:

- Degree in Procurement & Logistics, Business Management, Aviation Operations or equivalent.
- Proven business development, sales, or marketing experience.
- Proficient in all Microsoft Office applications.
- Excellent analytical, problem-solving, and decision-making skills.
- Exceptional leadership and management skills.
- Effective communication and negotiation skills.
- Strong business acumen.
- Detail-oriented and persuasive.

### **How to Apply.**

Interested candidates may submit their application attaching a current CV detailing their experience for the post including daytime telephone contacts and three referees, preferably previous line managers to [recruitment@alliedservicesltd.com](mailto:recruitment@alliedservicesltd.com) on or before **Friday 25<sup>th</sup> March 2022**. Clearly indicate the Job reference No. **VAC1/2022 BUSINESS DEVELOPMENT AND OPERATIONS EXECUTIVE** on the subject line of your email.

**Allied Services is an Equal Opportunity Employer. Female Candidates are encouraged to Apply.**

KENYA • SOUTH SUDAN • UGANDA • RWANDA • SOMALIA

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[www.alliedservicesltd.com](http://www.alliedservicesltd.com)