

Title: PROSPECTION OFFICER

Activity: Energy project - Entrepreneurs du Monde

Direct supervisor: Operations Officer

Line manager: Operations Manager

Duty Station: Access to energy project, branch in Baras Rizal

Contact: recruitment-philippines@entrepreneursdumonde.org - *Please kindly send your resume and cover letter if interested.*

Deadline : November, 30th, 2021

FUNCTIONS AND RESPONSIBILITIES

Under the direct supervision of his/her line manager, Prospection Officer is in-charge of generating business leads, prospecting, following up and closing the deal for solar solution projects.

Job Duties and Responsibilities:

At its core, a Prospection Officer focuses on 3 main activities:

1. **Customers** – find new ones and derive more value from existing ones
2. **Markets** – figure out where new customers live (in terms of geography and buying mindset) and find a way to reach them
3. **Relationships** – build and leverage relationships founded on trust and integrity to facilitate opportunities

The job of the Prospection Officer will involve all or some of the following duties:

- Provide customers with information, such as orders, sales, shipping, warranties and other related information regarding the product
- Gather information from prospective customers to identify their solar energy needs
- Provide technical information about solar power, solar systems, equipment and services to potential customers
- Generate solar energy customer leads to develop new accounts

PROFILE

- English written and spoken; tagalog preferred
 - At least 1-year experience in sales & marketing
 - Computer literacy (Word, Excel, Outlook)
 - Strong integrity
 - Attention to detail
 - Excellent time management
 - Flexibility and enjoys doing field work
 - Valid license (car and motor)
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