**Job Description Template:  
Business Development Executive**

Position: Business Development Executive - Retail  
Location: [City], [Region]  
Position Type: Full-time  
Department: Business Development  
Reports to: [Name/Title]

**About Us**

[Company Name] is a leading retail brand dedicated to [briefly describe your company's mission or vision]. Renowned for delivering exceptional products and services, we are seeking a dynamic and results-driven Business Development Executive to play a crucial role in expanding our retail footprint and driving growth.

**About the Role**

As the Business Development Executive at [Company Name], you will be responsible for identifying and pursuing new business opportunities, establishing partnerships, and contributing to the overall growth and success of our retail business. This role involves strategic planning, relationship building, and achieving revenue targets.

**Key Responsibilities:**

* Identify and evaluate potential business opportunities for retail expansion.
* Build and maintain relationships with potential clients, partners, and stakeholders.
* Conduct market research to identify trends, opportunities, and competitive landscapes.
* Collaborate with cross-functional teams to develop and implement business development strategies.
* Negotiate and finalise business agreements, contracts, and partnerships.
* Develop and deliver compelling presentations to potential clients and partners.
* Analyse and report on key performance indicators (KPIs) related to business development goals.
* Stay informed about industry trends, customer behaviour, and competitor activities.
* Prepare and present regular progress reports to the leadership team.

**Qualifications and Skills**

* Proven experience as a Business Development Executive in the retail industry.
* Strong understanding of retail operations, market trends, and customer behaviour.
* Excellent communication and interpersonal abilities.
* Strong negotiation and presentation skills.
* Ability to work collaboratively with cross-functional teams.
* Results-oriented with a track record of achieving business development targets.

**Person Specification**

We are seeking a dynamic and proactive individual with a passion for business development in the retail sector. The ideal candidate will possess the following attributes:

* Results-Driven: Proven ability to achieve and exceed business development targets.
* Communication: Excellent verbal and written communication skills.
* Relationship Building: Ability to build and maintain strong relationships with clients and partners.
* Analytical Skills: Ability to analyse market data and make informed business decisions.
* Collaboration: Ability to work collaboratively with internal teams and external stakeholders.

**What's in It for You**

* Competitive salary and benefits package.
* Access to [specific perks, training, or additional benefits your company provides].
* Opportunities for professional development and career advancement within a reputable retail brand.
* A positive and collaborative work environment.

Joining [Company Name] as a Business Development Executive means being a key player in driving the growth and success of our retail business. We offer competitive compensation, opportunities for career growth, and a supportive work environment where your contributions are valued and recognized.

*Customise this template to fit your specific company details and requirements.*