JOB DESCRIPTION

Business Development Coordinator (BCO)

INTEGRATED ASSESSMENT CERTIFICATION SERVICES LLC – DUBAI, UAE

4 Vacancies | Full-time | On-site | Dubai

1. About the IAS–EAS Group

Integrated Assessment Certification Services LLC (Dubai), in association with Empowering Assurance Systems Pvt. Ltd. (India), is engaged in providing international ISO certification and professional ISO training services across the Middle East and other international markets.

The IAS–EAS Group has extensive experience in ISO auditing, management system certification and professional auditor training.

Our key services include:

- JAS-ANZ accredited ISO management system certifications.
- IRCA-accredited ISO Lead Auditor Training Programmes.
- ISO Foundation and Internal Auditor Training.
- Corporate and in-house ISO training programmes.
- Online instructor-led training programmes.
- Self-learning ISO training programmes through our dedicated online training portal.
- International ISO certification and consultancy-related services.

We are expanding our international business development operations from our Dubai office and are looking for four young, energetic and ambitious professionals to develop new markets and generate business.

2. Position Details

Position	Business Development Coordinator (BCO)
Number of Vacancies	4
Work Location	Dubai, UAE
Employment Type	Full-time
Age Preference	22–25 years
Experience	Freshers or up to 2 years
Qualification	No bar
Language	Excellent English communication is mandatory
Work Arrangement	100% Office-based
Travel	Willingness to travel when required

Reporting	Business Development / Management

3. Job Responsibilities

The selected candidates will be responsible for developing international markets, generating business enquiries, managing prospective clients and converting enquiries into sales.

A. Business Development and Sales

1. Identify and approach potential corporate clients requiring ISO certification and ISO training.
2. Generate new business enquiries through telephone calls, emails, LinkedIn, online research and other digital platforms.
3. Contact companies, industries, factories, service providers and corporate organisations.
4. Understand client requirements and recommend suitable ISO certification and training programmes.
5. Prepare and send commercial quotations and proposals to prospective clients.
6. Follow up with clients regularly and convert enquiries into confirmed business.
7. Negotiate commercially within the company's approved pricing structure.
8. Maintain professional relationships with existing and prospective clients.

B. Corporate Training Business Development

9. Identify organisations requiring ISO awareness, Internal Auditor and Lead Auditor Training.
10. Approach HR departments, Quality Managers, HSE Managers, Compliance Managers and top management.
11. Promote customised in-house ISO training programmes for corporate organisations.
12. Generate opportunities for virtual and classroom-based training.
13. Promote IRCA-accredited ISO Lead Auditor Training Programmes.
14. Market online and self-learning training programmes through the company's training portal.
15. Coordinate with the technical and training departments for course schedules, trainers and delivery arrangements.

C. International Market Development

Each candidate will be assigned a specific geographical region to develop. The Dubai office will coordinate international business development activities across the following markets.

Middle East – Primary Market

- United Arab Emirates
- Saudi Arabia
- Qatar
- Oman
- Bahrain
- Kuwait

- Iran
- Iraq

North Africa – Expansion Market

- Egypt
- Libya
- Algeria
- Morocco
- Tunisia
- Other assigned North African markets

Europe – Expansion Market

- United Kingdom
- Germany
- France
- Italy
- Spain
- Other assigned European markets

Candidates will be allocated specific countries or territories based on business requirements.

4. Candidate Profile and Required Skills

We are looking for young professionals who are ambitious, proactive, confident and willing to take up challenging sales responsibilities.

Mandatory requirements:

- Excellent spoken and written English communication.
- Good telephone communication and convincing abilities.
- Confidence in approaching international corporate clients.
- Basic computer knowledge and good internet browsing skills.
- Ability to prepare emails, quotations and business proposals.
- Good knowledge of MS Office, Excel and internet-based business tools.
- Self-motivation and the ability to work independently.
- Willingness to work towards monthly sales targets.
- Positive attitude towards challenges and business development.

Additional advantages:

- Knowledge of Arabic, Urdu or any other Middle Eastern language.
- Knowledge of Hindi or other Indian languages.
- Experience in telemarketing, business development or sales.
- Familiarity with LinkedIn, Google search, CRM and online lead-generation tools.
- Exposure to ISO standards, certification or professional training services.

5. Eligibility Criteria

- Age preferably between 22 and 25 years.
- Fresh graduates and candidates with up to two years of experience are welcome.
- No restriction on educational qualification or academic specialisation, provided the candidate demonstrates the required communication and business development abilities.
- Candidates must be willing to relocate to and permanently work from Dubai.
- Candidates must be willing to travel within their assigned geographical region whenever required.
- Candidates must be comfortable working in an international business environment.

Location preference: *Candidates of South Indian origin will be given preference.*

6. Important Employment Conditions

16. The position is strictly office-based at the company's Dubai office.
17. Work-from-home and remote working arrangements are not permitted.
18. Candidates must independently arrange their accommodation and personal living expenses in Dubai.
19. The company will not provide accommodation.
20. Candidates must be willing to relocate to Dubai and work from the designated office.
21. Travel may be required depending on business development activities and client requirements.
22. Employment will involve business development targets, regular reporting and performance evaluation.

7. Performance Expectations

The selected candidates will be expected to demonstrate measurable business development performance.

Performance Area	Expected Responsibility
Lead Generation	Identify new corporate prospects
Client Contact	Conduct calls and email campaigns
Quotations	Prepare and send commercial proposals
Follow-up	Regularly follow up on pending enquiries
Sales Conversion	Convert enquiries into confirmed orders
Corporate Training	Generate in-house training opportunities
Market Development	Develop assigned international territories
Reporting	Maintain daily activity and sales reports

Performance will be evaluated based on lead generation, client engagement, quotation conversion, revenue generation and market development.

8. Why Join IAS–EAS Group?

- Opportunity to work in an international business environment.
- Exposure to clients across the Middle East, Europe and North Africa.
- Opportunity to develop international sales and marketing skills.
- Exposure to ISO certification and globally recognised auditor training programmes.
- Opportunity to interact with international corporate clients and senior management.
- Career growth opportunities based on individual performance.
- Opportunity to develop and manage international business territories at an early stage of your career.

How to Apply

Interested candidates applying for **Business Development Coordinator (BCO)** roles are requested to email HR with the following details:

Please include:

- A brief introduction about yourself and your career goals.
- Your educational background and any work experience.
- Your language skills (English and any other languages).
- Your willingness to relocate to Dubai.
- Expected salary or remuneration.

Email: recruiter@iascertification.com

Contact number: +971528732160

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