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|  | Document ID            | Revision # | Effective Date |
|   | 4C-FRM033              | 00         | 02/12/2022     |
| Document Title  | <b>Job Description</b> |            |                |

Title: Business Development Drugs and Devices

Preferred Experience: 5+ Years in Europe or USA

Job Location: Piscataway / Remote in USA, and Remote in Europe.

**Primary Responsibilities**

Business Opportunity Identification by:

1. Generating new leads and prospects through research and phone contact
2. Prospecting qualified sales leads from other sources including inside sales, tradeshows, news articles, conferences, etc.
3. Leading new business development efforts
4. Managing corporate meetings and exhibitions
5. Representing 4C Pharma Solutions at local, national, and international meetings with manufacturers/marketing authorization holders of drugs, devices, nutraceuticals, cosmetics, cannabinoid products pertinent to public relations and future business development

Develops and secures business by:


6. Nurturing clients and potential clients
7. Generating Request for Proposals (RFPs) for new or existing clients
8. Writing business and technical proposals
9. Negotiate contracts with clients
10. Starting profitable deals

Maintains relationships with clients by:

11. Providing support, information, and guidance
12. Interacting on a periodic basis and providing valuable recommendations to existing clients
13. Suggest any tweaks that improve the quality of service.
14. Establishing and maintaining industry contacts for ongoing good relations and business opportunity development
15. Maintaining client profiles and updating contacts database

Maximizes market penetration by:

16. Ensuring ongoing understanding of 4C Pharma Solutions' services, services offered by competitors and market/industry trends
17. Maintaining Quality Service and Departmental Standards by reading, understanding, and adhering to organizational Standard Operating Procedures (SOPs)

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**Secondary Responsibilities**

18. Contributes to team effort by:

- Exploring new opportunities to add value to organization and departmental processes
- Helping others to achieve results
- Performing other duties as assigned

19. Comply with the processes and policies laid out for information security and responsible for using the organization’s information assets in accordance with the Acceptable Use Policy in ISMS

**Maintains Technical Knowledge by:**

- 20. Attending and participating in applicable company-sponsored training
- 21. Maintaining a strong understanding of Industry trends and applicable technology