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We are seeking a dynamic and results-driven Relationship and Business Development Executive to join our team at Argentum, a leading attestation, visa, and corporate service provider.

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Responsibilities:

- 1. Develop and maintain strong relationships with existing clients and identify opportunities for upselling and cross-selling services.
- 2. Proactively seek new business opportunities through networking, cold calling, and attending industry events.
- 3. Conduct meetings with C-level executives to understand their business needs and propose tailored solutions.
- 4. Provide administrative support, including scheduling meetings, preparing presentations, and managing correspondence.
- 5. Qualify leads and follow up with prospects to understand their requirements and determine the best course of action.

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Requirement

1. Bachelor's degree in Business Administration, Marketing, or a related field.

2. Proven experience in relationship building and sales, preferably in the attestation, visa, or

corporate services industry.

3. Strong communication skills, with the ability to engage effectively with C-level

executives and stakeholders.

4. Fluent in English, with excellent writing and presentation skills.

5. Ability to multitask and prioritize tasks in a fast-paced environment.

6. Proficiency in Microsoft Office and CRM software.

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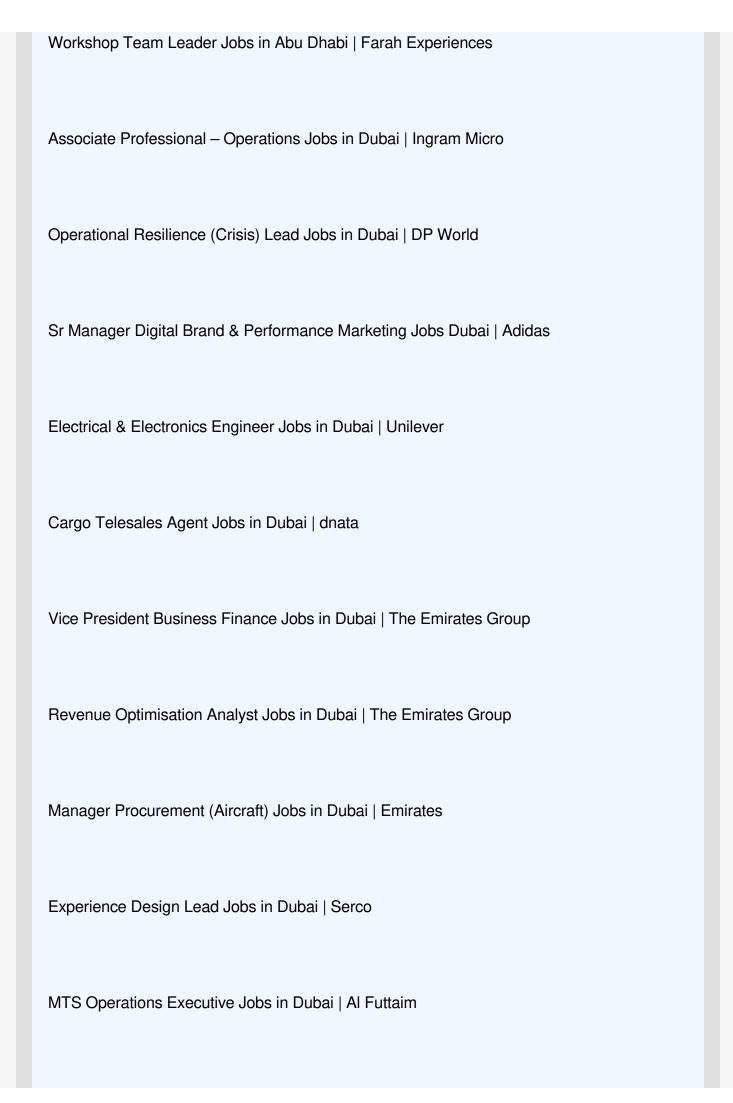
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