

Business Development Assistant

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Job Summary

Vacancy :
Deadline : May 25, 2025
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Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification : Bachelor or related field

Job Description

Job Summary: A dynamic and detail-oriented **Business Development Assistant** who can thrive in the urban planning, architecture, climate, and environmental sectors. Also an energetic, motivated individual who is eager to learn, grow, and explore new skills in urban planning, architecture, climate, and development projects. You don't need prior experience in these fields just the right attitude, a willingness to work hard, and the curiosity to grow. The ideal candidate will support project bidding, proposal writing, client coordination, and market research, specifically in development and planning-related domains.

Key Responsibilities:

- Fast learner with a passion for personal and professional growth.
- Open-minded and ready to be trained in planning, architecture, and development fields.
- Strong communication and organizational skills.
- Assist in identifying and pursuing new business opportunities in urban development, architecture, and climate-resilient projects.
- Support in proposal development, bidding documents, and EOIs for public and private sector projects.
- Conduct market analysis, track tenders, and build client databases.
- Collaborate with technical teams to align proposals with project goals and requirements.
- Manage outreach, presentations, and relationship-building with clients and stakeholders.

Education & Experience

Education: Bachelor's in Urban Planning, Architecture, Environmental Science, or related field (Business background with relevant domain understanding is also acceptable). 2–3 years of experience in business development, preferably in consulting, development, or design sectors.

Skills: Bachelor's Degree in any discipline (Social Sciences, Business Administration, Economics, Public Policy, or related fields preferred). No prior knowledge of urban planning or architecture required, we will train you. Excellent communication, writing, and coordination skills. Strong understanding of planning processes, architecture proposals, and donor/bid systems. Proficiency in MS Office, proposal templates, and basic design/document formatting tools.

Must Have

Educational Requirements

Bachelor or related field

Compensation & Other Benefits
