

## CAREER OPPORTUNITY

<b>Position Title</b>	<b>: Senior Manager (Business Development &amp; Special Projects)</b>
<b>Position Based in</b>	<b>: Karachi – Pakistan</b>
<b>Gender</b>	<b>: Either (Preferably female)</b>
<b>Age</b>	<b>: Not more than 35 years</b>
<b>Qualification</b>	<b>: Minimum BBA or equivalent from recognized university</b>
<b>Professional Experience</b>	<b>: 5 - 7 years of related experience in business analysis, project management, or a related role, with at least 3 years in a managerial position.</b>

### Key Accountabilities & Responsibilities

- Conduct comprehensive analyses of business processes, identifying opportunities for improvement and growth.
- Develop and present detailed reports, dashboards, and presentations to senior leadership
- Provide data-driven recommendations to inform strategic planning and operational efficiency.
- Lead and manage special projects from conception through to completion, ensuring alignment with organizational goals.
- Develop project plans, timelines, and budgets; monitor project progress and performance.
- Collaborate with stakeholders to define project scope, goals, and deliverables.
- Explore new clients/customers on domestic and international levels.
- Carry out continuous monitoring of product wise targets and ensure achievements on quarterly and yearly basis along with recovery.
- Develop business case for new initiatives or product modifications.
- Contribute in initiation of new product ideas based on overall strategic goals.
- Gather and document functional and non-functional requirements using appropriate techniques including document analysis, workshops, surveys, business process descriptions, scenarios, product analysis, task and workflow analysis.
- Monitor customer feedback and areas of concern; Engage with production and sales team for suggestive areas of improvement
- Assist to troubleshoot production issues analytically with the ability to identify potential causes of failure.
- Coordinate with concerned department and keep abreast of all marketing, promotion and advertising activities.
- Any other responsibility as may be assigned by the management.

### Required Skills

- Excellent communication and analytical skills
- Technical writing
- Proficient in Microsoft Excel, PowerPoint, and Word
- Ability to draw conclusions, challenge assertions, identify trends and implications
- Excellent team player & interpersonal skills
- Attention to detail
- Adaptability and resilience
- Experience of collaborating with clients on business process enhancements

Interested candidates may apply at [hr@security-papers.com](mailto:hr@security-papers.com). Kindly mention position applied for in “subject line” of your email