

**Job Title:** Business Development Manager

**Location:** Islamabad

**Job Type:** Full-Time

**Department:** Strategy

**Reports To:** Director Strategy

**Job Summary:**

We are looking for a proactive and result-oriented Business Development Manager to lead client acquisition, relationship building, and contract execution for our audit and consultancy firm. The ideal candidate will be responsible for generating new business, arranging client engagements, and managing contracts across a range of professional services, including audit, tax, advisory, and consulting

**Key Responsibilities:**

**Business Generation:**

- Identify and pursue new business opportunities to expand the firm's client base across audit and consultancy domains.
- Develop and maintain a pipeline of prospective clients through networking, referrals, cold outreach, and industry events.
- Achieve growth targets in line with the firm's strategic objectives.

**Client Arrangement & Relationship Management:**

- Arrange and facilitate client meetings, presentations, and introductory sessions with internal technical teams.
- Act as the primary point of contact for potential clients during the engagement initiation phase.
- Build and maintain long-term relationships with new and existing clients to ensure retention and satisfaction.

**Proposal & Contract Management:**

- Prepare and deliver tailored proposals and engagement letters in collaboration with service line leaders.
- Negotiate commercial terms and finalize contracts with clients, ensuring alignment with internal policies and compliance standards.
- Track and manage contract renewals, amendments, and documentation.

**Market Intelligence & Strategic Input:**

- Monitor market trends, competitor activity, and regulatory changes to identify new opportunities and inform strategy.
- Provide feedback to leadership on service offerings, pricing, and client demands for business enhancement.

**Qualifications and Requirements:**

- Bachelor's or Master's degree in Business Administration, Marketing, Finance, or a related field.
- Minimum 4–6 years of relevant experience, preferably in business development within a professional services, audit, or consulting firm.
- Strong understanding of audit, tax, and advisory service lines and client needs.
- Proven ability to generate leads, close deals, and manage client contracts effectively.
- Excellent interpersonal, negotiation, and communication skills.
- Ability to work independently and collaboratively with cross-functional teams.

**Preferred Skills:**

- Prior experience in an accounting or consultancy firm
- Strong analytical and problem-solving abilities
- Client-oriented approach with a professional demeanor
- Familiarity with payroll processing and compliance is a plus

**Salary:** Competitive based on experience

**Location of Work:** Hybrid with occasional travel to client sites, if required

**Application Deadline:** June 15, 2025

**To Apply:** Please send your updated CV on Web and send a copy at [elevantraprivateltd@gmail.com](mailto:elevantraprivateltd@gmail.com) with the subject "Business Development Manager"

**About Eleantra**

Eleantra is a dynamic consultancy firm committed to driving sustainable growth, operational excellence, and strategic transformation for businesses

We offer tailored solutions in finance, operations, strategy, and organizational development, working closely with clients to solve complex challenges and deliver real results

At Eleantra, you'll join a team of experienced professionals who thrive on innovation, collaboration, and impact. Whether supporting startups or optimizing established enterprises, we empower our people to grow with purpose and make a difference