

Business development executive (fresher)

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Full-time | CTC: [CTC for the full-time role]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring a business development executive to join the [Team] team. You will help us find and open new accounts: researching companies that could use what we offer, contacting the right people and arranging first conversations for our senior team. This suits a fresher who is curious about how businesses buy, writes clear messages and follows up patiently. We train you on our product, customers and sales process, and a senior colleague reviews your early work.

What you will do

- Build lists of target companies, institutions or partners from sources your manager approves, such as company websites, LinkedIn and directories, and note the likely decision-maker at each.
- Contact those people by phone, email and LinkedIn using approved message templates, changing the opening line for each account.
- Qualify every reply with a short set of questions on need, who decides, timing and budget, and record the answers in the CRM.
- Book first meetings and demos for senior team members, with a short account note so they arrive prepared.
- Follow up open conversations at the times agreed, within the team's outreach policy, record the next step and stop contact when a prospect asks.
- Draft proposals, decks and quotations from existing templates for a senior to review before anything is sent.
- Update the pipeline every day with the stage, next step and date for each account, and send a short weekly note on what moved and what stalled.
- Sit in on client meetings, take notes and send the follow-up email once your manager has approved it.
- Collect the questions and objections prospects raise and share them with the sales and product teams each week.

What we are looking for

- Clear written English, or Hindi or a regional language for your market, with the ability to write a short, polite email to a stranger without errors.
- Comfortable calling strangers, including senior people at other organisations.
- Curiosity about how companies buy, and the habit of reading about a prospect before making contact.
- Working knowledge of email, spreadsheets and presentation tools, and the ability to pick up a CRM quickly.
- Discipline to follow up on time and keep accurate records without being reminded.

- Ability to accept a refusal politely, respect a request to stop contact and record the outcome accurately.
- Readiness to learn the product well enough to explain it in simple words.

Good to have

- Experience raising sponsorships for a college fest, running a campus ambassador programme or doing outreach for a club or cause.
- A part-time job or internship in sales, fundraising or admissions.
- Familiarity with LinkedIn search filters and a free CRM.
- Knowledge of the industry you sell into, such as education, logistics, finance or software.
- A second language spoken in the markets you cover.

Who can apply

Graduates from any stream can apply; BBA, B.Com, BCA, B.Tech and MBA freshers are the most common fits. Add a degree filter only when the product needs domain knowledge, such as an engineering background for a technical product.

How to apply

Apply through this job post by [\[Apply by\]](#). Shortlisted candidates will hear from us about the next steps.

Business development executive intern

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is looking for a business development intern to support our outreach and lead research. You will build prospect lists, send outreach messages drafted with your mentor and keep our pipeline sheet current. You will also sit in on client calls and see how a first conversation becomes a meeting. This is a learning role for a student who wants to try business development before choosing a career path.

What you will do

- Research companies from a given list and add contact names, roles and company details to a shared sheet.
- Draft outreach emails and LinkedIn messages for your mentor to review before they go out.
- Send approved messages, log every reply against the account and flag warm replies the same day.
- Make follow-up calls to warm leads from a script, with your mentor listening in during the first weeks.
- Sit in on prospect calls and write up notes and action points afterwards.
- Prepare a weekly summary of accounts contacted, replies received and the next step for each.
- Collect competitor information from websites and public listings for the team to review.

What we are looking for

- Currently studying, or recently graduated, in any stream; BBA, B.Com, BCA and MBA students are common.
- Writes clear, error-free emails and messages.
- Comfortable making calls and speaking to people in senior roles.
- Can use spreadsheets and is willing to learn a CRM.
- Available for the whole internship period and the working hours in the post.

Who can apply

Graduates from any stream can apply; BBA, B.Com, BCA, B.Tech and MBA freshers are the most common fits. Add a degree filter only when the product needs domain knowledge, such as an engineering background for a technical product.

How to apply

Apply through this job post by [Apply by]. Shortlisted candidates will hear from us about the next steps.

Screening questions to add to your job post

1. **Pick a company you know. Who in it would you contact first about our product, and why that person?** Shows whether the applicant thinks about who decides and who pays, which is the core of prospecting.
2. **Write the first two lines of an email to a founder who has never heard of us.** Tests tone, brevity and a clear ask in one short answer. Generic openings and spelling errors show up at once.
3. **How would you approach a potential sponsor for a college fest, and what would you do if they said no? You can use a real or an imagined example.** Shows whether the applicant can make a relevant request and take a refusal politely, without needing earlier sales experience.
4. **Which of these have you used: spreadsheets, LinkedIn search, email mail-merge, a CRM? Name one thing you did with each.** Shows what training to plan. A specific example separates real use from a keyword on the CV.
5. **A prospect has not replied to your second message. What do you do next?** Look for a plan that changes the channel or the message and stops at a sensible point, rather than repeating the same note or giving up.
6. **In this role you will spend most days contacting new accounts and booking meetings, while a senior closes the deal. Is that what you are looking for?** Sets honest expectations and filters out applicants who want a closing or a calling-only job. Edit the sentence to match your version of the role.
7. **Which languages can you use confidently with business owners, on a call and in writing?** Matches the applicant to the markets you cover and shows whether they can write the language as well as speak it.