

## **ARI is Recruiting**

### **SAA's (Ship Administrative Assistants)**

#### **Roles and Responsibilities**

- Draft proposals for business development in coordination with Business Development Heads, Sales Head & Product Team Heads and be involved with the entire life cycle of proposal generation.
- Prepare contracts.
- Communicate and liaise with clients,
- Liaising and networking with a range of stakeholders, e.g. customers, Colleagues, suppliers and partner organizations,
- Work closely with the top management providing them support and assistance in Business development documentation.
- Conduct dynamic Market Research as and when necessary.

#### **Requirements**

- Any Graduate
- Ship Administrative Assistant (SAA)
- Good control of written English
- Organized and have clarity of thought
- High analytical abilities
- Team worker
- Ability to take initiative

#### **Remuneration**

- As per Industry Norms