

# EXCITING JOB OPENING AT BLUEPRINT AFRICA!



**JOB TITLE:**

**BUSINESS DEVELOPMENT MANAGER**

**TYPE:**

**CONSULTANT / CONTRACT BASIS**

**COMMITMENT:**

**PART-TIME**

**DUTY STATION:**

**ABIDJAN, COTE D'IVOIRE**

**CLOSING DATE:**

**December 15, 2019**

## **About Blueprint Africa:**

Founded in 2016, Blueprint Africa LLC is a full service interiors consultancy registered in Ghana, Cote d'Ivoire and the United States, which seeks to promote African aesthetics and products for the home. Our values are Creativity, Community and Culture. The company responds to client needs based on contemporary trends on the continent and advises on these trends' application to living, work and hospitality spaces. Blueprint Africa provides services to diverse clients and aims to create functional spaces that are both fit-for-purpose and enjoyable.

Offerings include:

- Interior design planning and renovation
- Interior decoration and styling
- Art & design curatorial services
- Sourcing, shipping and logistics management
- Brand promotion and PR

## **About the Work:**

Blueprint Africa is seeking a dynamic, young self-starting millennial to assist with its administrative, back office and business development activities. Specifically, the successful candidate would:

### **Administrative Tasks**

1. Manage the accounts (e.g. bank accounts, DHL, etc.)
2. Record and manage operating expenditures on a weekly basis
3. Prepare weekly, monthly and or quarterly accounts
4. Ensure timely response to client and partner correspondence
5. Update and maintain client and partner databases and contacts
6. Organize and archive relevant documentation (e.g. contracts, invoices) using Freshbooks, Google Drive and other assisting software
7. Other ad hoc tasks as may be required from time to time

### **Business Development Tasks**

1. Identify potential partnerships or clients and develop sales (Business-to-Business and Business-to-Customers) strategies
2. Follow up on client leads to support the growth of B2B business segment
3. Update marketing strategies in line with the evolution of the industry
4. Develop market intelligence
5. Represent the company at client meetings and other relevant events
6. Identify new products and potential business expansion opportunities

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7. Prepare letters, proposals and other supporting documentation to solicit partnerships to expand the company's distribution channels (e.g. identifying retail outlets for the company's client brands)
8. Maintain positive relationships with existing client list
9. Lead event planning as required for marketing purposes

## **About You:**

Because the successful candidate would be working very closely with our founder and target B2B clients, it would be critical that he or she should:

- Have at a minimum, a Bachelor degree in Marketing, Communications, Interior Design or other relevant industry
- Be bilingual in English and French
- Be demonstrably passionate about interior design, architecture, furniture and all aspects of the design industry
- Have excellent communication skills, particularly in written form in both French and English
- Have a robust professional network in Cote d'Ivoire and wider ECOWAS region, particularly in the hospitality industry
- Have professional work experience leading brand activations / marketing events
- Be extremely comfortable with task management apps and software such as Trello and Slack
- Background / experience in retail or customer service, a plus
- Basic graphic design skills Canva and/or Adobe Photoshop, a plus
- Ability to work 15-25 hours per week, possibly including nights, and weekends

## **About the Benefits:**

Competitive and market based remuneration  
Determine your own 'office hours' (flex-time)  
Occasional access to transportation for Blueprint Africa related business  
Performance bonus if sales targets are met  
Opportunity to network with Africa's best known artisans and designers

## **About the Process:**

Application deadline December 15, 2019.  
Preferred start date: January 15th, 2019.  
One-month probation period.

All candidates to apply to [info@blueprintafrica.com](mailto:info@blueprintafrica.com) with a 1-page CV and response to the following question in the body of the email in either English or French:

You have a meeting with the manager of local boutique hotel in Cote d'Ivoire. Draft your proposed partnership pitch to them. Which hotel would you pick and what would you say to get them to want to work with Blueprint Africa?

[No more than 200 words]