

# Job Description: Business Development Executive

## Introduction

Global Infrastructure Advisors (GIA) is establishing itself as a leading project development and financial advisory, offering strategic and commercial guidance to clients in the energy and infrastructure sectors.

We concentrate our efforts on emerging markets, collaborating with project developers and investors to facilitate the execution of top-quality infrastructure projects that contribute to sustainable economic growth and societal advancement. We have helped fund over \$1 billion+ worth of infrastructure projects globally.

GIA is looking for a well-spoken, talented individual to join the team as a Business Development Executive from October 2024.

## Responsibilities

- Assist London office in preparing Expressions of Interest (EOIs) and Proposals
- Maintain high-quality communication with stakeholders and internal teams
- Conduct research, including understanding ongoing DFI projects, infrastructure initiatives and lead generation
- Provide administrative support for business development activities, including scheduling meetings and managing documentation
- Report progress and work to business development leads and London office
- Prepare EOIs and Proposals

## Qualifications

- Full time work experience at 1 or more companies
- Fluent in English and French
- Strong communication skills, both written and verbal, and excellent interpersonal skills
- Proficiency in Microsoft Office suite, particularly Excel, PowerPoint, Word
- Detail-oriented with a focus on quality and accuracy
- Proactive and self-motivated with a willingness to learn
- Fluency in multiple languages and understanding of infrastructure development are pluses

Location: Morocco (remote role)

## Benefits

- Opportunity to be involved in large-scale, multinational projects
- Opportunity to expand into wider role
- Participation in renewable energy development and international climate markets
- Access to London offices