



Café Brisa Serena Unipessoal Lda.

Job Announcement

12 August 2021

Position: Business Development Manager

Duration: Fixed Term (with possibility of extension)

Post: Dili

Café Brisa Serena (“CBS”) is a subsidiary local social enterprise established by NGO Peace Winds Japan in 2010. CBS is working to improve the quality of life of coffee farmers in Timor-Leste especially in Letefoho, Ermera through supporting high quality coffee production, purchase of the coffee beans with sustainable price and deliver the coffee beans to international customers. Currently CBS also working to support domestic tourism promotion through coffee tourism activity based in Letefoho, include promotion of local food.

Café Brisa Serena is currently looking to hire Business Development Manager to oversee and improve the ongoing projects and develop new coffee related businesses and its social business activity to support its mission. CBS Business Development Manager will work under the guidance of CBS Director.

Highlight Duties:

-) Financial Management and Analysis
-) Responsible for Marketing for CBS
-) Manage and develop marketing content for CBS website
-) Support Marketing for Export Promotion
-) Develop current coffee tourism relate activity in Dili and Ermera.
-) Continuous Improvement of service, product and profitability
-) Provide support and manage quality control for product and service at CBS Cafe
-) Organize arrangement of Import of Goods and coordinate with CBS/PWJ Operation Manager for logistic and shipping.
-) Manage new coffee related business development
-) Manage ongoing project and business improvement at CBS café and support promotion for retail products.
-) Communication new product developments to prospective clients
-) Writing business proposal and business reports
-) Networking and coordination with stakeholders
-) Identify potential clients for CBS and participate in national and, international Expo
-) Supervise CBS barista on delivery of coffee education for employees and publics
-) Organize annual coffee events at Café include coffee tasting for new crop coffee
-) Manage request stock of green beans coffee from Roaster for Café and ensure only fresh crop coffee is used and serve at Café.
-) Draft and manage lease contract for CBS business related activities, include lease for CBS Café.

-) Manage and organize training and development for staff

Qualifications:

-) Tertiary Education in business and management, marketing and finance.
-) At least three years of working of experience in business and project management

Skills:

-) Strong Interpersonal and Communication Skills
-) Good negotiation skills
-) Good work ethic and critical thinking skills
-) Good teamwork and collaboration skills
-) Ability to work under pressure and independently

CBS offer equal employment opportunities and support diversity at the workplace. Eligible female candidates are strongly encouraged to apply.

Any interested applicants who wish to work and join our dynamic team can submit their job applications, or cover letter and attach with recent CV include two referees in English, with supporting documents via email: info@cafebrisaserena.com.

Deadline for Application: Monday, 6th September 2021, no later than 5:00pm. Only shortlisted candidates will be contacted.