

Job Title:	Business Development Coordinator
Reporting to	Sales Director

Role

The role of the Business Development Coordinator is to act as a support function for the New Business Development, Account Management Team and Sales Director.

You will be a vital part of the new business development and tender coordination process ensuring that tasks and projects are completed departmentally. Further to this, you will also be responsible for the project coordination and implementation of on-boarding customers to ensure that their service starts successfully. Other responsibilities will include reporting, and adhoc projects to support the Sales department as a whole.

You will need to build an effective internal network and work as a team to achieve operational account goals.

The role is office based and comprises of an 8.5 hour shift with half an hour for lunch. The start time is 9.00am to 5.30pm, Monday to Friday (excluding bank holidays), however there may be an occasional requirement to attend meetings at customer sites. The hours may vary according to the needs of the business.

Primary / Key Responsibilities

Office based point of contact:

- You will coordinate the tenders departmentally and the completion of tenders for approval
- Process new product pricing enquiries through our internal system or project spread sheets
- Sales reporting for the Sales Director on a weekly, and monthly basis
- Project coordination and implementation of on-boarding clients ensuring that all necessary tasks have been assigned to the relevant departments and completed within set deadlines
- Supporting the Sales team on adhoc projects

Experience /Skills Required

- Proactive approach to work and able to use initiative
- Confident in liaising with internal and external customers and building relationships
- Good sense of commercials and commercial documents
- Proven sales admin/bid coordination/project management experience
- Excellent communication and presentation skills
- Strong telephone manner and listening skills
- Ability to multi-task, prioritise, and manage time effectively
- Accuracy first time and attention to detail
- PC Literate, MS Office, competent Excel skills
- Familiarity with CRM systems and practices
- Ability to think independently, assumes accountability
- Resilient – ability to deal with pressurised situations and demanding customers
- Ability to adapt/respond to different types of personalities

Salary band: £Competitive Salary dependent on experience