

JOB DESCRIPTION FOR THE POSITION OF BUSINESS DEVELOPMENT ASSISTANT

Location:- Manchester Office

Reporting to:- Head of Business Development

Hours:- Full time

Job Purpose:- The Business Development Assistant plays a key role in supporting the Business Development Team to achieve their annual targets. You will provide comprehensive administration support to the function, contributing to the coordination and preparation of high quality tenders.

Key Responsibilities and Duties:

1. Assist in the production, submission and tracking of proposals;
2. Prepare costs to support tender submissions;
3. Provide day-to-day support to the Business Development team;
4. Help maintain the administrative infrastructure of the business development function;
5. Create and maintain project momentum, ensuring agreed timings and deliverables are met from the identification of an opportunity through to commission;
6. Contribute to the preparation and submission of high quality tender documents, including collating (and, if required, creating) content, editing and proof reading copy and images;
7. Help maintain the administrative infrastructure of the business development function, including: filing; inputting costs to the Synergist (or other) database; updating databases to ensure that all client contacts details are correct and that details of all communications are logged; printing, binding etc.
8. Liaise with the Operations team to help ensure that proposals are sufficiently resourced in terms of research staff time and availability;
9. Support the workflow and programme management of the business development team and pipeline on a daily and weekly basis;
10. Coordinate the arrangement of client pitches and presentations;

General Duties:

11. Maintain excellent customer relations and communications with clients;

12. Work as part of the team to meet objectives and targets of the business plan, using established internal processes;
13. Contribute to the monitoring and reporting of the department KPIs (monthly and annual);
14. Be prepared to work in other UK locations or overseas as required;
15. Follow up queries on behalf of consultants and chase feedback on tender submissions;
16. Undertake other such reasonable duties as required by the Head of Business Development.

NB The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time as circumstances warrant.