## Business Development Coordinator

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| **Generic title** | Assistant |
| **General Description** | A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.  In operations they will assist project and construction managers.  In commercial they will assist buyers, planners, estimators and surveyors |

## Competencies

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| **Achieving Results** | Will set goals for self in own work environment  Demonstrates enthusiasm for the job |
| **Analytical thinking and decision making** | Using personal experience and systematic approach to arrive at decisions on straightforward issues |
| **Communication** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **Leadership** | The capacity to assume some position of influence within a team |
| **Managing resources** | Works effectively within time and budget constraints set by others  Looks to complete on schedule and recover slippage |
| **Negotiation** | The ability to discuss and agree priorities |
| **People Development** | Can respond within tested frameworks of development to identify own needs  Uses personal experience to build own skills |

## Role definition

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| **Summary of role** | Principally responsible for the production of pre-qualification and tender documents ensuring submission deadlines are successfully achieved and ensuring that all documentation is accurate and complete. |
| **Responsibilities and accountabilities** | Work closely with colleagues from different disciplines within the business unit to ensure high quality submissions  Develop and maintain excellent relationships with business development coordinators across the Morgan Sindall business units to share information and ideas  Production of pre-qualification questionnaire submissions, tender submissions and bid presentations  Maintaining database of CVs project profiles images and data to support submissions  Manage local marketing activities  Support the bid team in developing win themes and ensure that these are represented effectively in bid submissions and presentations  Agree timetable, deliverables and document templates with the submissions manager  Develop, format and proof read submissions  Coordinate production and despatch of the bid documents and presentations  Administration of submissions and associated filing  Contribute to the development of the Morgan Sindall templates and style guides for submissions  Create diagrams, organisation charts etc  Ensure that the KMS database is up to date  Develop relationships with area directors, commercial mangers and project managers to ensure that accurate evidence is obtained regarding performance on projects and CSR activities for use in bids  Maintain database of CVs, project profiles images and standard responses  Procure project photography  Develop local marketing material and support local customer events and ensure that Morgan Sindall branding is correctly applied to all materials produced locally |
| **Qualifications, training and technical knowledge** | Educated to degree level  Ability to design and layout letters, bid submission and presentations to a high standard  Experience of producing customer facing documents to a very high standard working efficiently and independently within a team environment to tight deadlines  Good computer skills with a good working knowledge of MS Office, In-Design, Quark Xpress, MS publisher or other DTP, Adobe Acrobat, ECDL, Photoshop |
| **Attributes and skills** | Some supervision skills  Ability to manage a given list of tasks  Ability to work well either alone or as part of a team  Some knowledge of construction practices and standards within their subject  Good writing, analytical and problem solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |