## 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 environmentDemonstrates 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 understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work  |
| **Teamwork** | Contribute to the overall team objectivesUnderstand how to be part of a teamRegularly 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 othersLooks 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 needsUses 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 ideasProduction of pre-qualification questionnaire submissions, tender submissions and bid presentationsMaintaining database of CVs project profiles images and data to support submissionsManage local marketing activitiesSupport 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 managerDevelop, format and proof read submissionsCoordinate production and despatch of the bid documents and presentationsAdministration of submissions and associated filingContribute to the development of the Morgan Sindall templates and style guides for submissionsCreate diagrams, organisation charts etcEnsure 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 bidsMaintain database of CVs, project profiles images and standard responsesProcure project photographyDevelop 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 standardExperience of producing customer facing documents to a very high standard working efficiently and independently within a team environment to tight deadlinesGood 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 skillsAbility to manage a given list of tasksAbility to work well either alone or as part of a teamSome knowledge of construction practices and standards within their subjectGood writing, analytical and problem solving skillsAbility to follow oral and written instructionsAbility to handle situations and problems Know when to ask for help and guidance  |