

Business Development Assistant

Generic title	Business Development Assistant
General Description	<p>A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.</p> <p>Assist with identifying new opportunities in the local market.</p> <p>Working with the estimating team/pre-construction team in formation of bids</p> <p>Attendance at local construction and social events</p>

Competencies

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

Role definition

Summary of role	Support the South West management team across the region with the overall business development approach, assisting in understanding the market, developing customer relationships and securing identified target opportunities.
Responsibilities and accountabilities	<p>Carry out research and analysis into target companies and sectors</p> <p>Produce presentation materials</p> <p>Identifying requirements for corporate events and working with the regional management team to deliver appropriate solutions</p> <p>Improving, designing, developing and producing general marketing materials</p> <p>Assist with the preparation, compilation, maintenance and completion of pre-contract and tender documentation</p> <p>Maintain photographic library</p> <p>Maintain marketing database</p> <p>Assist with the preparation of tenders and marketing presentation documentation</p> <p>Social Value, Community Engagement and Employment Skills duties</p> <p>Assist with desk top research</p> <p>Assist with the development of marketing communication plans and CSR activity</p> <p>Data input to CRM system</p>

	Update and review promotional materials including project profiles Reviewing of online tender information systems Assisting with external PR releases for our projects Attendance at local construction committee groups To keep the pipeline up to date and monitor the planning search website
Qualifications, training and technical knowledge	You will be educated to GCSE level or equivalent (or higher) Fully IT literate and have good knowledge of Word, Excel, Outlook, Powerpoint (In-design)
Attributes and skills	Ability to work in a team environment contributing across a project, site or area Good planning and time management skills Ability to contribute to meeting standards and specifications Ability to work well either alone or as part of a team 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 Good communication skills and an outgoing personality to be able to engage formally and informally To be able to represent the company solely at networking events and exchange information