Role definition

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| Job title: | Business Development Assistant / Assistant Bid Writer / Assistant Copywriter |
| Reports to: | Head of Marketing / Business Development Manager |
| Direct reports: | None |
| Business unit: | BakerHicks | Location: | Salford Quays |

Summary

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| Responsible for proactively and efficiently supporting the BD Manager with all aspects of the Work Winning Process including; Proposals, Marketing and Business Development administrative activities. In addition, will support the Marketing and wider Business Development Team. |

Key objectives*(4 maximum)*

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| * Support Business Development team in the preparation of proposals
* Support Head of Marketing in achieving Marketing Plan
* Ad hoc support to wider Business Development and Marketing teams
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Principal responsibilities and accountabilities

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| Assist with: * Preparation of bids including administration, collation of information, writing of responses, proof reading and general formatting
* Copywriting for various marketing and business development collateral including CVs, case studies, award submissions, internal announcements and magazines
* Creating presentation materials
* Collation, maintenance and uploading of Best Practice Library materials
* Maintaining and updating a CV library
* Corporate and industry event organisation
* Desktop research as required
* Helping staff in using externally facing templates
* Supporting the implementation of new business processes
* Support with the development of strategies for markets, clients and major pursuits
* General administrative support to the Marketing / BD team
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Person specification

Qualifications and training

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| * Ideally degree educated in a relevant subject (e.g. English, Journalism, Marketing etc)
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Technical skills and experience

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| * Confident, creative writer with good verbal communication and organisational skills
* Ability to build relationships with a variety of people at different levels
* An eye for detail
* Ability to work individually as well as part of a team
* Positive attitude, able to manage and meet multiple project deadlines
* Computer proficient with experience in Microsoft Office
* Experience in Adobe Creative Suite an advantage but not essential
* Willingness to learn and undertake further training
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