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 |

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 |

Person specification

Qualifications and training

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

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 |