



Job Title: Business Development Manager

Location: Harwell Campus

Type: Full time, 37.5Hrs/week

Reports to: The Director

Main purpose of the job

To maintain and build on current accounts, to find and grow new business from the local area to worldwide within public, private and business sectors. To promote the company training portfolio.

Main duties & key responsibilities

- Achieve growth and hit sales targets, negotiating and closing business deals through active selling and networking
- Implement effective initiatives to retain and expand the customer base
- Identify competitors and emerging opportunities while being fully aware of competition status
- Initiate and coordinate new promotions
- Find new business and follow up all enquiries inclusive of tenders and framework opportunities
- Select and attend shows and exhibitions
- Provide accurate quotations for services
- Management of the training software system
- Planning and management of the course calendar, liaising with Project Support Team for Resource availability
- Liaise with the Marketing Team

Qualifications / experience

Essential	desired
<ul style="list-style-type: none">• 3 Years successful sales experience (evidenced by key successes)• Proven understanding of start to finish Sales process• Excellent verbal and written communication skills• Knowledge of GDPR processes• Educated to GCSE Grade C or equivalent including English and maths• Excellent IT skills with experience in using MS Office applications.• Ability to undergo and gain a UK Security check	<ul style="list-style-type: none">• Knowledge of training booking software• Knowledge of working with examination institutes

Skills and attributes

Essential	desired
<ul style="list-style-type: none">• An enthusiastic, determined individual• Hands on with a can do attitude• Ability to talk the talk• Flexible, proactive, ability to identify and exploit network opportunities• Ability to multitask and a quick learner	<ul style="list-style-type: none">• Friendly personality• Good social skills• Excellent team player• Flexible approach to working -working hours• Experience with MS Teams• Resilient and agile

Package:

Salary £32,000-£35,000 Dependant on experience

Holidays: 22 days + all public holidays + 3 days paid Christmas Company Shutdown

Pension: 5% employee, 3% Employer contribution

Other benefits:

Healthcare Cash Plan

Reward Gateway- Employee Discount Platform

Specsavers Vouchers