

<b>Job title</b>	Business Development Assistant
<b>Reports to</b>	Sales Manager

## Job purpose

Assist with all aspects of the day to day running of the Sales function.

## Duties and responsibilities

- Maximise revenue and profit with existing accounts
- Generates and processes new sales leads as necessary, including identifying ways of increasing turnover and profitability with existing customers
- Deliver a high level of service to external and internal customers
- Preparation and chasing of quotations
- Assist in the preparation and creation of documentation for bid submissions
- Proofreading of written bid submissions
- Assist in sales administration
- Assist the account managers to ensure customer satisfaction
- Assist in other areas of the business to satisfy peaks in demand
- Handle inbound enquiries over telephone and email
- Other reasonable requests in line with the needs of the Department and the business

## Qualifications

Educated to degree level or equivalent

## Experience and Personal Attributes

### Essential

- Excellent customer service and organisational skills
- Excellent written and verbal communications skills
- The ability to manage and prioritise a large workload to ensure all deadlines are met
- Able to thrive in a fast paced, busy environment
- Drive to succeed and grow in line with the business
- Use of Microsoft Office Word and Excel, and

### Desirable

- Previous experience in a sales role
- CASH for Windows knowledge

## Direct Reports

Ad-hoc as required