# Job Description: Business Development Coordinator



Function:	Schools and Universities
Job:	Business Development Coordinator
Position:	Business Development Coordinator
Job holder:	[insert name] TBC
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Bid Manager for Education
Additional reporting line to:	Bid Manager for AiP state schools
Position location:	Hybrid – home working and office based (Oldbury, West Midlands) to be agreed with line manager

## 1. Purpose of the Job – State concisely the aim of the job.

To provide administrative and co-ordination support for the Schools sales team with specific focus on new business bids and retention.

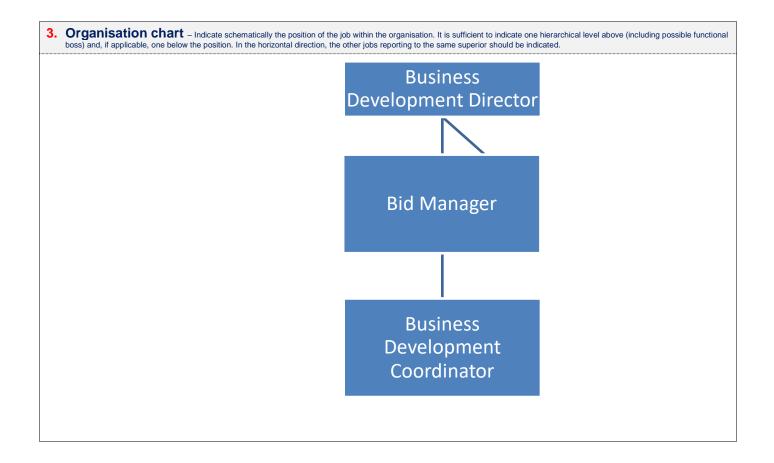
## General

Support ongoing management and maintenance of standardised tools and process for bids e.g. bid library, reviewing tender notices, managing tender portals.
 To support the coordination and administrative support sales activities as requested by the sales team and Bid Manager.

## Bids

- To provide admin support for the schools' bid team, including but not limited to managing tender portal activity, clarifications and document management support when requested.
- To support with sales collateral and bid production as required.
- Support ongoing maintenance of the sales management information.

Revenue FY13: €		EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	€tbc	EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Supporting the segments sales team to complete Supplier Questionnaires and bids often working with other team members on the same project
- Works in line with the company bid procedures, governance and processes
- Professional management of external (client/customer/consultant) correspondence via email, bid portal management, telephone enquiries in good time.
- Support management and maintenance of sales documentation on SharePoint and knowledge repository (e.g. Bid Library)
- Develop a strong internal network across the business to maximise outreach and relationships with wider teams
- Maintain strict levels of confidentiality and comply with data protection requirements at all times.
- Ability to manage multiple projects concurrently
- Demonstrate clear and positive team working.
- Motivated self-starter with excellent attention to detail
- Working in a demanding and fast-paced environment

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

## General:

- Completing sales activities within set timeframes
- Maintaining and updating sales team activity calendars/planners

- Managing sales-related communications: portal message management, telephone enquiries, emails.
- Managing, monitoring and ordering collateral and equipment for the sales team.
- Organising postal delivery and collections.
- Preparing sales-related collateral for presentations e.g. printing, binding, organizing information packs
- Any other duties as required commensurate with the level of the post as requested by the Line Manager.
- Maintaining confidentiality sensitive business information

## **Bid projects:**

Support Bid Manager and Sales leads when required to produce bid documents and related sales collateral including:

- Review bid documentation and identify key information (e.g. deadlines, values, competitors)
- Support with client interface and communication via web-based bid portals
- $\circ$   $\:$  Set up bid template documents for population by Sales lead/Bid Manager.
- Support with formatting of bid documents as required in line with the direction agreed with Sales Lead and Bid Manager
- Support with proof-reading content, checking for grammar, language, images and flow
- Adhere to client and segment-defined bid deadlines
- Cover for the Bid Manager in times of absence.

## Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Professional documents produced and formatted in line with bid project, client requirements and sales lead
- Effective time management and co-ordination to ensure activities are completed within stringent deadlines
- High level of computing skills, including Microsoft Office (i.e. Outlook, Word, PowerPoint) and Excel (knowledge of design software is desirable)
- Ability to communicate at all levels and adapt communication depending on audience
- An organized and methodical approach to work

## 7. Person Specification - Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

## Essential

- A minimum of one-year relevant experience in supporting administrative activity preferably within a sales/bid environment.
- Good communication skills listens and questions effectively with concise verbal and written communication
- Proof-reading skills
- Excellent organisation and coordination skills across multiple bid projects
- Professional understanding of bid templates and external sales collateral
- Highly organised and responsive, with ability to deliver under pressure to tight deadlines
- High levels of computer literacy Microsoft Office, especially Excel, PowerPoint, Word and Outlook
- Be flexible and adapt to new working practices
- Ability to work openly and collaboratively
- Strong attention to detail
- Willingness to learn
- Team player
- Energy and determination to meet targets/deadlines and overcome challenges

## Desirable

- Experience in proposal/bid production
- A creative flair and working knowledge of software such as InDesign
- Good understanding of the bid and mobilisation lifecycle
- A flexible approach to the working week to accommodate the peaks and troughs of sales

• Awareness of market trends, particularly within the Education and Catering sector.

Г

Competencies – Indicate which of the Sodexo core competencies a	and any professional competencies that the role requires
<ul> <li>Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	Leadership & People Management
Brand Notoriety	Innovation and Change
Rigorous management of results	Commercial Awareness

9. Management Approval – To be completed by document owner								
Version		Date						
Document Owner								