

Colloide Engineering Systems Ltd

Company Introduction

Colloide are a process engineering company, delivering tailored solutions for clients across many industries including Water and Wastewater, Food & Drink, Facilities Engineering and Energy sectors. Over the years the organisation has gained an enviable reputation for Engineering Excellence. This is largely a result of its multidisciplinary team of engineers, which has an established track record in the water and wastewater industry. On account of the expertise within Colloide, the engineering team is in a position to offer services from specialist process consultancy through to turnkey plants.

We have an upcoming vacancy in the following area;

JOB TITLE: **Business Development Assistant**

REPORTING TO: **Business Development & PR Manager**

JOB PURPOSE: **Providing support to the Sales & Marketing team in order to grow and develop the company.**

This is an exciting opportunity for a Business Development Assistant to make an impact for a growing, progressive business.

MAIN TASKS AND DUTIES

The role is 40 hours per week and is based in Cookstown, N Ireland.

Duties will include:

- Identify, qualify and contact sales leads using market intelligence databases and provide information on products and services to generate leads.
- Identify and contact prospective customers within Ireland, UK and further afield (market research).
- Arrange appointments with prospects where appropriate.
- Identify and develop a range of selling techniques.
- Establish and maintain relationships with customers.
- Maintain company CRM databases.
- Assist in the preparation of proposals.
- Assist in the company's tendering activity, including identifying tender opportunities and preparing / reviewing submissions.
- Track the success of sales leads and following up unsuccessful proposals to determine future improvements.

- Assist in the development and implementation of the company marketing plan.
- Undertake a range of marketing and promotional activities.
- Attend meetings where required.
- Undertake other projects as required.

APPLICANTS SHOULD SATISFY THE FOLLOWING CRITERIA:

Essential Experience

- At least 12 months experience in sales / marketing / business development role
OR
Degree in a business related discipline.
- Hold GCSE Maths & English (C or above).
- Highly proficient in Microsoft Office packages – mainly Word, Excel and PowerPoint.

Desirable Experience:

- A Levels / Degree related degree.
- Tendering experience.

Required skills & knowledge:

- Excellent interpersonal and communication skills are essential.
- The ideal candidate will be someone who enjoys dealing with people, creating and maintaining relationships.
- Have the persistence to see a job through to conclusion and desire to get past 'gate keepers.'
- Strong organisational skills.
- Be able to work on own initiative as well as part of a team.
- Have good time management and planning skills.
- The ability to meet multiple project deadlines.
- Excellent attention to detail.
- Have the ability to multi-task and work under pressure.
- Have a good Telephone Manner.
- Knowledge of the Construction Industry.
- E-marketing experience, with a good working knowledge of social media marketing tools.
- Full clean UK drivers license.

The salary awarded will reflect the responsibilities associated with this role and the abilities of that person.

Application Process

Those interested in applying for this position should send a CV with a covering letter detailing how they fit the criteria for this role to **stacey@colloide.com**.

The closing date for applications is Friday 19th January 2018 at 5pm.