



## Business Development Executive

We are looking to appoint a Business Development Executive to support our growth in the Midlands by identifying, building, and developing clients within this region.

### Key Duties & Responsibilities:

- Effectively managing key accounts, ensuring any issues are resolved, attending meetings when necessary, increasing spend, completing and submitting supplier forms, and supporting in the completion of tenders
- Oversee enquiries including advising customers on training options and funding options (e.g. CITB Skills and Training Funds), negotiating discounts, providing quotes as necessary and seeing through to completion
- Work with the BDM to identify clients and help develop them in the Midlands and, where possible, nationally
- Develop client relationships by engaging with new customers, reengaging with existing customers, attending networking events
- Ensure good relationships with third party partner providers, assisting with any complaints, identifying opportunities to win business from partners and areas to increase margin, and adhere to partner/3B procedures

### Key Competencies & Skills:

- Experienced in using MS Office Suite including Excel & Word
- Organised with ability to manage own workload and work to deadlines
- Excellent written and verbal communication skills and able to communicate effectively via telephone, email and face to face with customers
- Understanding of training industry and basic scheme rules for accrediting bodies
- Some business acumen

To apply for this role, please email your CV to the email address below, or contact Dave if you have any questions about the position.