

KAEFER CAREERS

BUSINESS DEVELOPMENT CO-ORDINATOR JARROW

ABOUT THE POSITION

The purpose of this role is to support our strategic aim to be the most reliable & efficient provider of technical industrial services, this role plays a vital part in our mission to empower sustainable and profitable growth. The Business Development Coordinator role will take responsibility for supporting and coordinating all administrative and reporting duties for the department

Responsibilities include;

Operational and Financial Performance

- > Supporting Business Growth in UK & Ireland to achieve business plan targets and beyond by effective coordination of pipeline (opportunity to order)

Key Accountabilities

- > Supporting the Business Development team by taking ownership of & coordinating all departmental administrative duties
- > Maintaining customer qualifications and digital platforms
- > Maintaining CRM system
- > Generating weekly and monthly reporting
- > Support proposals where needed
- > Supporting marketing, customer relationships & events where needed

Working relationships

- > Line manager: Business Development Manager (Jarrow)
- > Interface with all BD Managers to support pipeline opportunity to order process.
- > Supporting and working with Business and Strategy Team, B&S Director, Marketing & Comms, Market Analysis
- > Liaising with variety of Departments including HSE, Quality, HR and Accounts for information required by BD for pre-qualification, tender portals and value propositions

Business Development

- > Supporting all BD activities and taking initiative where possible to help generate leads through interface with digital platforms and customers

SHEQ

- > Take personal responsibility for health, safety, quality, environmental impact and compliance in the office and a flexible working environment

People Management

- > Excellent interpersonal skills
- > Able to influence others to achieve goals and deadlines

Experience

- > minimum 3 years data management experience or a Degree in a relevant discipline

Qualifications

- > Core qualifications in Maths, English, IT &/or business-related subjects

Personal attributes & capabilities

- > Is flexible, hard-working and very open to change
- > A clear communicator both verbally & written, able to work across whole spectrum of Clients and KAEFER staff
- > Is focused on developing business for KAEFER UK&Ireland
- > Excellent and managing routines and patterns. Able to learn KAEFER LEAN principles of working
- > Able to use initiative when not closely managed
- > Able to hold meetings and ensure delivery of reporting to company and customer deadlines.

Behaviours

- > Drives our One KAEFER ethos in everything we do.
- > Leads by example at all times, sets excellent Brand image with customers
- > Creates an environment that encourages open discussion and feedback with clients and customers

APPLICATION PROCESS

Please submit a covering letter and CV to careers.uk@kaefer.com. Once submitted you will be informed of the recruitment & selection process.

Closing date; 14th January 2022



KAEFER. When it counts, count on us.

