

JOB TITLE: *Business Development Assistant*

JOB HOLDER'S NAME:
JOB HOLDER'S SIGNATURE:

REPORTS TO POSITION: *Business Development Manager*

MANAGER'S NAME:
MANAGER'S SIGNATURE:

DATE:

Company Details

ITM Monitoring specialises in the installation of high quality geotechnical and structural instrumentation for monitoring earth, rock and concrete structures including dams, tunnels, embankments, retaining walls, piles and steel work for civil engineering works, mining projects and the railway infrastructure throughout the United Kingdom.

We are experts on the design and production of bespoke data acquisition systems and web-based data presentation software systems and offer packages to meet project requirements.

Overall Job Scope

To assist with maintaining new and existing opportunities at ITM Monitoring, leading marketing efforts, delivering communications internally and externally and organising events.

Core Activities, Duties and Key Tasks

- *Deliver all marketing materials, including web content, social media and other collateral to support various marketing campaigns and initiatives.*
- *Deliver communications to internal and external Parties.*
- *Work with the estimating team to create custom technical proposals to support tender bids.*
- *Maintain the ITM website with assistance from the web developer.*
- *Establish and maintain contact with potential clients, consultants and contractors.*
- *Operating the company ERP system and database; Deltek Vision, ensuring all contact details and company information is up to date.*
- *Ensure all historic project data is uploaded to the Company ERP system.*
- *Conduct desktop research into markets, clients and prospects to assist with Company campaigns.*
- *Support Business Development Manager in finding new projects using industry magazines, internet searches, planning portals etc. and tracking projects*
- *Write award submissions.*
- *Coordinate the ITM Wellness Group, arranging fundraising events for ITM's 2017 chosen charity, CRASH.*
- *Liaise with various ITM business departments.*
- *Organising events and award attendances including booking tickets and arranging stand layouts and content.*
- *Taking meeting minutes during business development meetings and ensuring they are distributed to necessary team members.*
- *Organising staff training events through liaison with Project Managers and the SHEQ Manager.*
- *Adhoc tasks for line manager as required.*

- *Take reasonable care for the Health and Safety of yourself and any other persons who may be affected by your acts and to co-operate with ITM in order that the employer's duty may be fulfilled.*
- *Provide recruitment administration support including placing job adverts, advertising on LinkedIn, arranging interviews, keeping applicants informed.*

The post holder will be required to perform other reasonable duties at the request of senior staff. This job description is subject to amendment in line with the developing service and following consultation with the post holder.

Person Specification

Education and qualifications

University Degree in related subject Desirable

Skills and knowledge

Knowledge of geotechnical + structural instrumentation Desirable
 Knowledge construction market place and purchasing processes Desirable

Good computer literacy skills Essential
 Power point presentation skills Essential
 Knowledge of CRM/business management software Desirable

Abilities

Able to produce work in an accurate and timely manner Essential
 Able to work effectively and responsibly without close supervision Essential
 Able to prioritise work Essential

Experience

Construction site and instrument installation Desirable
 Office administration experience Essential

Personal Characteristics

- Communication – Ability to communicate effectively with Supervisors and Peers, both verbally and in writing.
- Attention to Detail – Be precise and meticulous in ensuring processes are conducted correctly and in a timely manner.
- Business Acumen – Ability to apply business acumen to solve problems.
- Time Management – Ability to effectively manage time and tasks to achieve high productivity
- Attitude - Maintaining a positive attitude towards all work matters and colleagues and always promoting and representing the company in a positive way