

Job title: Business Development Assistant

Main purpose	
To provide a single point of contact for enquiries regarding physical modelling equipment through the Equipment, Technology and Innovation (ET&I) Group.	
Main duties	
<ul style="list-style-type: none"> ■ To record and progress proposal activities for new enquiries of physical modelling equipment together with client post warranty support. ■ Prepare strategic plans to develop the market share of our products. 	
Job specific duties	
<ul style="list-style-type: none"> ■ Deliver on ET&I Group turnover targets; ■ Monitor incoming correspondence through various channels (email, website, phone calls); ■ Explore third party e-procurement web portals for new tender opportunities; ■ Prepare and support compliance checks, quotation or proposal preparation for physical modelling instrumentation and post / non-warranty sales; ■ Liaise with ET&I colleagues for technical and financial information for bidding documents; ■ Provide accurate monthly / quarterly forecasting for new work won; ■ Communicate with clients regarding quotations and orders (confirmation, progress and dispatch). 	
Group	Equipment, Technology & Innovation (ET&I)
Reports to	Simon Tiedeman
Responsible for	n/a
Date agreed	April 2024

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