



TerraQuest

Business Development
Apprentice

Job Description	
Role	<p>This hands-on program is facilitated by the Business Development Manager who will teach, coach, and provide feedback to the Sales Apprentice so he/she can fulfil the requirements of their future role.</p> <p>Hands-on and energetic Business Development Apprentice who will work closely with other departments and will eventually become the point of contact between their business and its customers, responsible for ensuring a great overall client experience.</p> <p>An integral part of this role is to support the sales team with key tasks shown below.</p> <p>This job involves travel, meeting with clients and attending trade shows where detailed product demonstrations will be required.</p>
Knowledge, Skills & Attributes	<ul style="list-style-type: none"> • Computer literate and proficient in the use of MS software particularly Word, Excel, Outlook and PowerPoint • Excellent customer service skills in order to build and maintain long-term relationships with clients. • Excellent telephone manner • A thorough understanding of the business area objectives • Structured, adaptable and flexible • Resolve issues creatively and in a timely manner • Enthusiastic, self-driven, thorough, organised, positive and a team player • Excellent time management / prioritisation skills • Strong communication skills and maintain close communication with other members of their sales team and clients • Good presentation skills and a professional demeanour • Ability to work independently and as part of a team • Strong drive to succeed
Core Responsibilities	<ul style="list-style-type: none"> • Support the sales team with all tender activities which include tracking various portals to identify the right tender opportunities for TerraQuest • Support the bid manager with co-ordinating bid plans and meetings, checking tender submissions and ensuring timely submissions. • Support the sales team with sales and marketing activities such as email campaigns and lead generation. • Maintain a database (CRM) of customers and prospects which will be used as a guide to seek out new clients • Produce weekly and monthly reports • Must be able to meet set monthly targets agreed with the line manager • Undertake market competitor analysis • Support the sales team at trade shows and conferences • Work with finance to ensure monthly invoices are accurate
Reporting Line	Business Development Manager
Qualifications	GCSEs
Salaries	Meets Apprenticeship Standard