

JOB DESCRIPTION

Job Title:	Business Development Assistant
Reports to:	Head of Key Account Management/ Senior Business Development Manager
Location:	Warren Bruce Court, Trafford Park

Job purpose

To support the Business Development Team on the delivery of core services to existing and potential investors in Greater Manchester and contribute to the planning, co-ordination and delivery of Business Development activity.

Key Accountabilities

Management of web/telephone and email based enquiries, allocating, where possible, to the relevant Business Development team member, in order to successfully land projects within the Manchester City Region.

Undertake desk based research to support the Business Development team in identifying new lead opportunities.

Research & deliver intelligence that will inform proposition development for new investment projects.

Develop and maintain personal knowledge of priority sectors; market trends and routes to market for improved effectiveness within a sales support function.

Support Business Development Team in general business development activity where necessary, for example preparing for and supporting events, investor visits and meetings etc.

Support Business Development Team in account management activity, wherever necessary, for example attending meetings with the relevant team member, recording minutes etc.

Develop a network of operational contacts that will support the work of the Business Development Team.

Provide support in accurately maintaining the company CRM system, completing visit reports on behalf of the team and assisting the Sales Analyst with the development of the system and providing management information and reports, as required.

If directed, provide sales support on behalf of Business Development Managers, for example handling small project enquiries, from enquiry through to successful conclusion.

Adopt a co-operative and positive style of working with other MIDAS staff and with partner organisations with a shared interest in inward investment and sector development in Greater Manchester.

Additional Information

Corporate Level

Take responsibility for behaving in a manner that supports the MIDAS Culture and Values, and the Leadership and Management behaviours.

Local Level

Every employee is required to keep themselves up to date with MIDAS's Health & Safety policy and contribute to keeping the office environment a safe place to work.

MIDAS prides its self on being an Equal Opportunity employer and values the diversity of all its employees. It also expects employees to act in ways that support this ethos.

Learning & Development is a shared responsibility between MIDAS and its employees. Individuals are expected to play an active role in identifying and undertaking development activity.

Person Specification

Criteria	Evidence
<p>Qualifications</p> <p>Ideally educated to degree level or able to demonstrate equivalent experience, preferably within Business or relating to one of MIDAS' key sectors: Financial and Professional Services; Creative and Digital; ICT; Advanced Manufacturing and Logistics; Biomedical and Life Sciences; and Energy and Environment.</p>	<p>CV & Covering Letter</p>
<p>Knowledge</p> <p>Capacity and aptitude to undertake research and collate information as required.</p> <p>Knowledge of one or more of our target markets would be desirable: USA; Europe; India; China; Brazil; and UAE.</p>	<p>CV, Covering Letter & Interview</p>

<p>Skills & Experience</p> <p>Confident and articulate communicator with attention to detail, excellent written skills and the ability to write reports and produce quality presentations.</p> <p>Focused and output driven, with strong time management skills, able to meet deadlines and manage multiple tasks.</p>	<p>CV, Covering Letter & Interview</p>
<p>Personal Qualities & Attributes</p> <p>A self starting team player, with a can-do, hands-on attitude and a strong desire to develop.</p> <p>Personable, professional with high levels of probity and integrity.</p>	<p>Interview</p>