

Co-ordinator

Job Title:	Business Development Co-ordinator
Department:	Marketing & New Business
Location:	Manchester & Leeds
Reporting to:	Client Development Director (London based)
Job Purpose:	To assist with the co-ordination to strengthen existing business relationships and create lasting new ones. Support & co-ordinate business planning and key initiatives to develop and grow the practice, across several key architecture and interiors sectors with a particular focus on New Build Offices, Office Interiors/Fit-Out and Residential/Build To Rent.

Key responsibilities and accountabilities:

Support the Manchester & Leeds leadership teams in the co-ordination and implementation of business development activity.

- Coordinate the internal Northern Hub team's business development activity
- Assist with business development planning & reporting structure
- Research - assist in identifying key dormant and prospective new business connections
- Co-ordinate a potential new business project pipeline – a 'barometer' for future work
- Co-ordinate new business introduction meetings & assist with the development of key client, agent, consultant and contractor relationships (inc Business to Business/B2B initiatives)
- Co-ordinate attendance at relevant industry networking events, seminars & conferences
- Support the Marketing team with client focussed events eg. client drinks/dinners etc.
- CRM database admin as required

Qualifications, experience, & skills:

- Previous Business Development administration experience an advantage
- Awareness of the built environment and major players in the North of England an advantage
- Proven administrative experience essential
- Attention to detail
- Self motivated & proactive