

Job Description

JOB TITLE:

Trainee Business Development Executive

RESPONSIBLE TO:

Operations Director

JOB PURPOSE:

Assisting the Operation Director and Business Development Manager with identifying new business opportunities, attracting new customers, retaining existing business, and improving profitability to help the business grow.

RESPONSIBILITIES:

- Support with researching businesses, individuals and industry trends to identify potential new clients, conferences and markets and ways to serve existing clients better
- Support with contacting potential new clients using phone and email to gauge interest and plan meetings
- Support with the preparation of client presentations and materials, including PowerPoint and sales displays
- Meeting new and existing clients in person with operations colleagues.
- Support with the preparation and delivery of pitches to potential clients
- Attending networking opportunities including conferences and industry events with booking of all travel & accommodation conference trips
- Setting up and organising stands at conferences.
- Management of company website
- Management of company's social media
- Organising & attending business and networking dinners
- Organising Corporate gifts for clients
- First point of contact for all distillation/Oil & Gas enquiries and tracking progress
- Stock Management of company merchandise stock
- Management of all marketing material

HSE ROLES AND RESPONSIBILITIES:

- Must look after their own health and safety and that of others who may be affected by their behaviour.
- Must co-operate with Forsyths to enable the company's Health, Safety and Environmental responsibilities to be carried out.
- Ensure that they carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.

- Must report and correct (where possible) any accident, environmental incident, near-miss, dangerous occurrence or dangerous condition to their line management.
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged. All tools, equipment and personal protective equipment must be stored appropriately after use.
- Must attend training and health surveillance as required
- Must not operate any plant or equipment unless authorised.
- Must avoid improvised arrangements and suggest safe ways of eliminating hazards

PERSON SPECIFICATION:

Experience:

- Administration

Skills:

- Excellent interpersonal and communication skills.
- Strong negotiation skills with a proven ability to seek, create, negotiate, and close a deal.
- Solution-oriented with effective problem-solving skills.

ACKNOWLEDGEMENT

Signature: _____

Name:

Date: