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**Job Description**

# Position: Business Development Administrator

**Accountability:** Relationship Manager

**Role purpose:** Supporting the delivery of tangible business growth, through the administration of existing relationships and identifying new opportunities to pass to the Relationship Manager to develop further.

**Main Areas of Responsibility/Activities:**

* Support the increase, through activities, of the number of members from gold Select Partner Employers (SPEs) year on year. This will include regular visits to SPEs to recruit new members and assist with existing member queries.
* Maintain our customer relationship management system (Monday.com) to enable the provision of proactive support to existing SPE’s and prioritisation of new opportunities.
* Maintain our Payroll Deduction database, ensuring that all deductions are delivered on time and accurately recorded.
* Manage the delivery of a minimum monthly promotional packs to key contacts for all SPE’s
* Promote the CCU brand, in collaboration with the Business Development team, to increase awareness in the SPE marketplace.
* Support the Relationship Manager to develop member testimonials and identify opportunities for marketing to use in promotional materials.
* Input to business development targets.
* Attend networking events to promote CCU during the working day, evenings and weekends, as required.
* Support the Relationship Manager to ensure all SPE’s are up to date on new product offerings and services.
* Effectively manage the end-to-end lifecycle of our promotional material to ensure that all information displayed (physically and digitally) is up to date and accurate.

**Supervision Received**

* The postholder will report to the Relationship Manager as well as having very close links with Head of Business Development and Member Services and Marketing Manager. The postholder will be expected to work on their own initiative and to deal with day-to-day tasks, objectives, and challenges as they arise.

**Role Requirements**:

* A positive, proactive and results driven individual, with a minimum of 2 years’ experience and admin role within a customer related environment.
* You will be highly organised and efficient, able to maintain high-quality standards.
* Prioritising daily tasks within guidelines as agreed with Ho BD&MS.
* Write accurate, legible, and relevant communications.
* Strong communication skills, both written and oral are required.
* Strong organisational and time management skills.
* Current Clean Driving Licence.
* Able to work on own initiative and be an active participant in our emerging high support, high challenge culture.
* Good report writing skills
* Experience and knowledge of social media

#### Hours of Work

* Hours of work are 36.25 hours per week. Evening and weekend work will be required at times, and attendance at local and national events is also expected with appropriate notice given in advance. Flexitime and hybrid working schemes in operation.

**Salary**

Commensurate with skills and experience