



Job Description: Business Development & Lead Generator

Business Development & Lead Generator

An exciting opportunity is available in our team for a hardworking and driven individual. This person will fulfil the role of Business Development & Lead Generator at Melhuish & Saunders, a leader in the construction industry.

Role:

As the Business Development & Lead Generator you will be responsible for helping develop, source, and create new leads with new clients. You will also continue our excellent relationships with existing clients to secure new tenders and project opportunities. You will work closely with the project teams and team leaders to ensure continued development and updating of the procedures and system in line with the company Vision & Mission statement.

Responsibilities:

- You will source potential new clients and tender opportunities.
- You will be the main point of contact for all new project enquiries.
- You will ensure continued company compliance with international standards.
- You will be responsible for the completion of Pre-Qualification Questionnaires for tender enquires and tender submissions in order to be shortlisted for tenders and projects.
- You will update KPIs such as Leads received, Success on PQQs, Advertising results, Development and Improvement logs every month, prior to Management Meetings.
- You will work to maintain trade memberships and accreditations.
- You will devise and implement a Marketing Plan, Budget, Sponsorship & Strategy.
- You will maintain the company website.
- You will produce project profiles for all completed projects.
- You will design and issue promotional content for the company.
- Other duties, as required.

The ideal candidate will:

- Be a team player and willing to learn, listen and teach
- Have good communication skills and a good working attitude towards clients and architects.
- Be able to multitask and be flexible regarding workload
- Have a good working knowledge of Microsoft Excel, Word, Website designing, and Outlook.
- Be able to work under pressure and still produce accurate and detailed information and reports.
- Be well organised and capable of meeting deadlines.



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Qualifications & Experience

- Experience in company development and marketing
- Basic understanding of the construction industry.
- Good commercial sense is imperative.
- You will also be experienced in decision making
- Experience with working and knowledge of ISO accreditations is advantageous
- Previous experience in a similar role is advantageous but not essential.

Company mission

- At Melhuish and Saunders, we pride ourselves on working as a team and ensuring that every project we work on is completed to a high standard of finish, within budget and, most importantly of all, to the client's satisfaction.
- Our team is driven by providing great services that transform their customer's businesses, whilst making money and having fun along the way

Working hours and Environment

- Working hours are 30hr per week Monday to Friday.
- You may be required to work the occasional late evening or weekend.
- Your place of work will be based at the head office in Glastonbury
- Your team will consist of highly motivated and supportive individuals
- We care about the happiness of each of our employees and try to maintain a positive and fulfilling work environment

Compensation

- A Competitive Salary is offered which will be based on the qualification and level of experience,
- Holiday (including bank holidays)
- Employee Pension contribution
- Performance Bonus scheme
- Employee Life insurance Scheme (following 1-year full service)