

Business Development Associate: BD Associate I

Provide administrative support to the Business Development Team as required.

Administrative tasks to include, but not limited to: processing and tracking of all Business Development Check Requests, Purchase Orders (requisition and invoices), petty cash, timecards, Labor Distribution, PTO schedule, BD Review coordination, Trade Show coordination/support.

May also be responsible for coordinating travel plans, advertising, promotional items, product literature, public relations, as well as, maintaining and updating customer/media database.

Cost analysis and reporting: prepare Excel spreadsheets to monitor cost for Marketing communications, trade shows and departmental travel. Prepare departmental budget analysis (budget/actuals) for Business Development.

Assists in the organization of internal and external business-related functions, conferences, program events, and briefings. Coordinates and arranges for accommodations and services, transportation, communications and facilitates support, client and guest entertainment, program functions, and similar activities to support BD and customer relations.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Minimum Education and Experience

Entry Level. 0+ years directly-related experience. Bachelor's Degree preferred in Business Administration or related field. Basic MS Word, Powerpoint and Excel skills.