

# Business Development Associate: BD Associate II

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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**

Considerable knowledge of the job. Substantial acquaintance with and understanding of general aspects of the job with a broad understanding of the detailed aspects of the job.

## **Supervision Received**

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

## **Consequence of Errors**

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

## **Contacts**

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.

## **Minimum Education and Experience**

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