

Business Development Associate: BD Associate III

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

Full knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material, or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments, and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

Minimum Education and Experience

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