

Business Development Associate: Sr. BD Associate

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

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence of Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

Minimum Education and Experience

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