

### ROLE PROFILE

<b>Job title</b>	Business Development Administrator
<b>Location</b>	Cardiff / South Wales
<b>Reporting to</b>	Business Development Director

### PURPOSE STATEMENT

Providing creative administrative and logistic support to the Company's Business Development Team.

### KEY ACCOUNTABILITIES

- Preparation of some pre-qualification questionnaires, presentations and company literature within the corporate framework (Services and Contracting) to include putting together copy, sourcing and researching photos / logos / pictures from the internet and importing them into presentations
- Research and distribute corporate trade information
- Maintenance and update of corporate database
- Creation and co-ordination of corporate marketing documentation
- Liaison with some Clients
- Formation of statistical analysis and trends
- Production and branding of corporate documents, policies and promotional materials
- Collating, updating and distributing all company certification / documentation
- Production of corporate publicity material
- Organisation of some corporate events
- Specialised secretarial / administrative support to the Divisional Business Development Director

## TECHNICAL SKILLS / KNOWLEDGE

### Essential

- High level of computer literacy:
- MS Word
- Excel
- PowerPoint
- E-mail & Internet – including importing photos and pictures.
- Experience of a photo editing package and data entry.
  
- Typing minimum 50 w.p.m.
- Proven task project management experience.
- A Levels or equivalent.
- 5 x GCSE's grades A - C (including Maths and English) or equivalent.
- 3+ years office / administration experience.

### Desirable

- Degree or equivalent
- Car owner / driver
- Adobe Photoshop
- Knowledge of corporate marketing.

## PERSON SPECIFICATION

- Ambitious, creative individual with excellent interpersonal skills.
- Diplomacy, self-motivation and initiative.
- Flexibility, attention to detail and customer focused.
- Multi-tasker with a sense of humour.
- Team player with excellent communication skills.

**Lorne Stewart Plc is an equal opportunities employer.**

**Closing date 28 June 2024**

If you are interested, please email your cover letter and CV to:  
Domonic.Blitzko@lornestewart.co.uk