

Business Development Coordinator

Location: Doncaster, Hybrid (2-3 days in the office each week)
Salary: From £22,500 depending on experience
Full Time 37.5 hours per week

We are a growing company and offer a comprehensive benefits package including:

- Competitive Salary
- Transparent bonus scheme
- Generous holiday allowance which increases with service
- Holiday Purchase scheme
- Pension scheme and death in service benefits
- Private Medical Insurance
- Sickness scheme
- Opportunities to develop your career

About DSW

DSW supports its clients to develop their people. We ensure that organisations have the talent they need and that their people have the skills they need to pursue successful careers.

We operate across two divisions;

DSW Assessment

We are the leading provider of Apprenticeship End Point Assessments, carrying out assessments for thousands of apprentices each year on behalf of a diverse range of employers including the NHS and high street banks.

We were one of the first End Point Assessment Organisations to be recognised by Ofqual, have an enviable and growing client list of more than 2,500 employers and 150 training providers and receive exceptional client satisfaction levels.

DSW Learning

We support organisations to develop their talent, from strategic consultancy to fully outsourced managed services.

We work with clients to deliver bespoke and tailored learning programmes with specialisms in the Culture, Leadership, Sales Excellence, Financial Services and Regulatory Change.

Our handpicked talent pool of more than 850 associated provides clients with access to extensive cross-sector experience, sharing their knowledge of emerging best practice and innovation in the field of Learning and Development.

We're a tight-knit team and have seen tremendous growth over the last five years.

The Role

We are looking for a talented individual to join our team in this newly created role which sits within our Sales and Marketing team. As a Business Development Coordinator, you will play a key role in supporting our clients and our sales team.

You will work with colleagues and clients to ensure that we deliver an exemplary customer experience.

Key Responsibilities

Your core responsibilities within the role will include:

- Maintaining updated knowledge of company products and services
- Responding to inbound queries from existing and prospective clients
- Liaising with colleagues to resolve any issues a client may have
- Monitoring tender portals and providing a summary of relevant opportunities
- Coordinating bids
- Undertaking desk-based research to support sales activities
- Preparing sales reports and presentation materials
- Preparing quotes for clients
- Maintaining the company CRM

Skills and Experience

To be considered for this role you will need to demonstrate the following:

- Strong IT skills, particularly with the Microsoft Suite, experience using a CRM or SharePoint is desirable
- Great organisation skills and attention to detail to manage your own workload, prioritise tasks and get things right first time
- Strong commercial acumen including good negotiation skills
- Ability to manage internal and external stakeholders
- Excellent written and verbal communication skills
- Professional, courteous, passionate, flexible, pragmatic, personable with a confident, 'can do' attitude
- Experience supporting clients in a B2B environment is advantageous

Qualifications

- We anticipated that suitable candidates will be educated to level 3 (i.e. A levels) or above however we will accept applications from candidates who do not have this but do have relevant experience.
- GCSE Grade C (or equivalent) or above in Maths and English is a requirement.

Next Steps

To express an interest in this role please send all CVs, covering letters and supporting statements to Indy Kasbia, ikasbia@dswlearning.co.uk.