



JOB TITLE: BUSINESS DEVELOPMENT COORDINATOR

About Milieu Consult

Milieu Consult is an independent Engineering Consultancy practicing within the Energy and Building Services Engineering sectors of the built environment. We enjoy working on challenging and interesting projects and work with all parties to achieve the solution most appropriate to the respective appointment. We have offices in Winchester and London, and the majority of our work is in London and the South East. We have a portfolio of projects that includes multi-residential, high end residential, commercial office, mixed-use, education and theatre work. For further information on our company please visit www.milieuconsult.com

Opportunity

This is a new role within our growing business - primarily to coordinate new business activities by assisting the CEO track and develop new business. The role would also assist the London Business Unit leader with administrative activities. It is an interesting and varied role which the successful candidate can shape and grown into an executive role.

Based in the London office (located near Holborn).

Core hours 08:30 – 17:30.

Salary range £30k - £40k dependent on experience.

Line manager: Carl Carrington CEO.

Type of Candidate

- Experience of working in the Built Environment Sector, ideally consultant side (Architect, Consulting Engineer, Client, Design);
- Degree qualified, ideally Business Management or Marketing sectors and professionally qualified or working towards.
- Confident, client-facing persona, able to attend events and support business proactively;
- Confident telephone skills, able to persuade and set up B2B introductions.
- Self-starter, able to work at pace;
- Ability to collate and organize information, create, capture and track tasks;
- Able to work in complete confidence and diligence with privileged information.
- Proficient in PowerPoint.

Outline Tasks:

New Business

- Client and account management.
- Own Milieu CRM system with sales enablement input from whole Senior Management Team (SMT).
- Maintain social media connections with CRM system.
- Coordinates input data from intel gained at activities and events, organize and tag etc.
- Identify upcoming events and reports events both formally and online or word of mouth via social.
- Coordinates Key Account Management.

**Marketing**

- Tracks all incoming opportunities identified using the CRM. Once RFP is received, hand over to Practice Coordinator for information required internally and externally. Assistance in preparation of Fee Proposals may be required.
- Keeps abreast of social media and identifies trends, who's hot and what is rising.
- Pulls together relevant content for B2B marketing (presentations and packages) created in PowerPoint.

Front of House for:

- Incoming calls (London office).
- Meetings and events held in London.
- Coordinates requirements for London office, refreshments, stationery etc.
- Provides administrative report for London Business Unit Director.

PA Role (interim):

- Manages diary activities for CEO;
- Keeps a handle on CC inbox, remove and delegate non-essential tasks;
- Ensures follow-ups of all delegated work within required timescales
- Coordinates travel arrangements.
- Undertakes bookings and scheduling for business development activities (presents options and best value.
- Assists with personal administrative requirements in confidence.