

Business Development Associate

Job Title:	Business Development Associate
Reporting to:	Managing Director
Location:	Kettering, Newman Street
Hours:	Core Hours Monday to Thursday 7.30 to 4.45 and Friday-7.30-12.30. Flexible working hours may also be of consideration.

Ken Hall Summary:

This role will be located in Kettering with Ken Hall founded in 1967 we are a leading manufacturer of therapeutic footwear and orthotic service providers to the NHS nationally. Our shoes are made in the UK and we use some of the latest technology to help achieve the great quality that Ken Hall has become synonymous with.

As an Employee in a Family Business, you will be working in a close-knit team environment in a company that has our employees at the centre of everything we do.

JOB ROLE

This is a new role to support our growing footwear business Ken Hall both orthopaedic and our new goodyear welted brand Newman & Regent, you will work in a small administration team reporting to the Managing Director and growing the CRM database.

You will research customers and grow the data within the system.

You will have a strong telephone manner and be comfortable cold calling as you build the client base. Promoting all company products to both new and existing clients via all communication channels, utilising the company CRM system, following up of enquires, product advise, quotations and order input.

RESPONSIBILITIES

- Desktop research, gather market and customer information
- Identify new markets and business opportunities
- CRM management and administration
- Growth of the data by setting up & managing customers and clients effectively, compiling a database of customers
- Producing meaningful reports from the system
- Telecommunications
- Building relationships remotely
- Analysis of CRM for opportunities

COMPETENCIES

- A business studies qualification would be beneficial
- Previous experience of clientele research
- Experience dealing with clinical or health service would be an advantage
- Experience of working in a customer focused role, with professional customer service skills remaining calm in challenging situations

- Confident on the phone
- Experience of sales/business development – ideally with industry knowledge but not essential
- Strong communication skills and able to work within an office-based team
- IT competent with proven experience of managing a CRM System
- Confident use of Microsoft Office, Power Point, Excel, Word, Outlook and Sage200
- Quick to learn
- Strong planning/organisation skills - ability to work with complex information, deliver to tight deadlines, manage different tasks & ensure detail
- Numerate and analytical thinker
- A confident and determined approach
- Have self-motivation and drive, able to work un-supervised and under pressure
- A competitive streak.

WHAT WE OFFER

Remuneration:	We offer a competitive salary
Holiday:	24 days holiday + 8 days statutory.
Pension:	Statutory Pension contribution.
Development:	We are committed to investing in our people, so we invest in you. Development is in your hands and we want to enable this so your progression at Bennie is only limited by what you want to achieve.
Recognition scheme:	That culminates with our Annual award ceremony.
Socials:	Join us for our bi-annual socials, where you really are part of the family.
Finally,	Our long-standing family tradition, of giving staff a Christmas turkey.