



Job Title: Business Development & Tendering Manager

Reporting Structure:

This post holder is a member of the sales team and reports to the Sales and Marketing Director. In their absence, the Commercial Director may deputise.

Main Duties:

- As Business Development & Tendering Manager the post holder's main duty is to engage with specified customers or potential customers (existing and potential) in order to generate orders for businesses within the Signal House Group Ltd.
- Manage the response as required for both Pre-Qualification Questionnaire and Invitation to Tender phases of bidding.
- Responsible for managing the accounts linked to online procurement portals.
- Booking appointments, responding to enquiries, both commercial and technical or occasionally cold calling if other methods of approach cannot be achieved.
- The post holder may be required to visit railway infrastructure sites and carry out site measurements for new and replacement equipment. This will include surveys, condition assessments, (within your skill range) sketches of existing equipment for reverse engineering and designing to customer briefs.
- The post holder is required to liaise with other members of the Sales and Marketing team, the various commercial offices within the Signal House Group Ltd, manufacturing and technical personnel to ensure that customer requirements are met.
- Due to the nature of the railway industry, it may be from time to time necessary to work outside of normal working hours.
- The post holder is expected to work unsupervised and use his/her own initiative to raise enquiry and subsequent order levels.
- The post holder is required to aid commercial personnel in the generation of quotations and make follow up calls to the client to progress such quotations.
- The post holder is required to provide a monthly report which will be presented to the Sales meeting.
- Provide advice and guidance to the Sales and Marketing Director in order to steer the company to opportunities that the market may generate.

General Duties:

- The post holder is required to conduct themselves in accordance with their contract of employment and the company handbook.
- The post holder must to the best of their knowledge and experience carry out work in such a manner so not to endanger their own health and safety, that of their colleagues, the company's clients, the general public, our suppliers or the environment.
- The post holder shall do their utmost to protect and enhance the company's commercial and financial well being and reputation.
- The post holder may be required to be called upon to carry out other reasonable requests/duties for the company at the discretion of his or her line Manager.



Job Description: Business Development & Tendering Manager

- Engage in training, development and education in order to keep skills and knowledge current and to strive for continual improvement.
- This job description should not be regarded as exclusive or exhaustive. There shall be a requirement to carry out other duties which the Company believes are within your capability.

Expected Qualifications:

- Suitable Level 3 qualifications or above
- Rail Industry Knowledge is desirable.

Benefits

- Company Pension Scheme
- Life Assurance plan of 3 x your annual salary
- Subsidised Healthcare provision from Westfield Health
- Benefit hub offering discounts across many well-known online and high street retailers
- Subsidised monthly wellbeing treatments
- Training to help your career development
- Subsidised on site canteen

Hours

Full Time Permanent

Typical Hours

Mon to Thurs: 08.20 to 17.00

Fri: 08.20 to 15.00

Salary

Competitive dependent on experience

Equality, Diversity & Inclusion

It's important to us that all our colleagues thrive at work - we strive to have a friendly and inclusive culture which respects the contribution individuals can bring to Collis Engineering Ltd. We aim to promote equality, inclusivity and diversity for everyone.

We encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, pregnancy or maternity/paternity.

If you are interested in applying for this position, please send your CV and covering letter to sam.beresford@collis.uk