

Business Development Officer

ORCA EPA is looking for a motivated business development officer to join our rapidly growing team. Our team design and deliver End Point Assessments undertaken by apprentices working in the UK. We cover a broad range of Apprenticeship Standards that are continuously growing. You will develop and implement growth strategies for the achievement of revenue goals and must understand how to identify a new market opportunity and how to realise that opportunity. Excellent communication skills are necessary, as you will be expected to interact with shareholders, executives and clients on a daily basis.

Responsibilities:

- Promote ORCA EPA's offerings to target clients
- Maintain good relationships with existing clients
- Be responsible and accountable for the management of the end-to-end sales process for ORCA EPA including developing leads, preparing proposals and closing deals
- Leverage sales opportunities through contact with clients
- Keep up to date with relevant developments in the sector to bring innovative thinking to support client needs and improve the business
- Handle administrative and detailed reporting tasks, including accurate forecasting and reporting against sales targets
- Work directly with clients, taking full responsibility for opportunity identification, qualification, pricing and direct sales campaigns
- Undertake continual professional development to maintain performance
- Liaise with the Marketing team, to help with lead generating activities
- Liaise with the EPA Team to ensure that full consideration is given to development and alert the team to any specific client requirements

Essential Skills/Experience/Qualifications:

- Educated to degree level or equivalent
- Proven record of generating new business and maximising value of existing relationships
- Experience with Apprenticeship, Assessment, Learning and Development or Financial Services Sectors
- Excellent written and oral communication
- Excellent presentation skills
- Ability to work with integrity, whilst adopting innovative practices
- Excellent technical skills
- Excellent IT skills, particularly with Microsoft Office and G-Suite
- Excellent planning and organisation skills
- Ability to work autonomously