

Business Development Analyst Job Description

Job Title: Business Development Analyst
Job Type: Full-time
Job Category: Professional
Department/Division: Business Development
Classification: Non-Exempt
Shift: Days

Summary

Under general supervision of the Business Development Supervisor, the Business Development Analyst will assist in the development of the company's products and services, the generation of new business leads, and the analysis of business intelligence data to generate corporate sales growth. Analytical skills and a foundational business understanding are essential, as is the ability to motivate others and provide leadership to accomplish team goals without having direct authority over team members. Most projects will be directed by the Business Development Supervisor or Vice President of Business Development.

General Duties and Responsibilities:

- Conduct portfolio and pipeline pricing and profitability analyses.
- Identify and present growth opportunities within existing product portfolio and customer base.
- Collaborate with other departments as necessary to institute marketing or supply chain strategies for revenue growth.
- Actively research contract bidding opportunities.
- Conduct product and bidding opportunity analyses; includes creating bid analyses, researching the market, and researching and corresponding with possible partners.
- Generate sales reports and develop market growth strategies.
- Monitor state and non-government procurement agencies for bidding opportunities.
- Generate new business partnership leads.
- Perform other related duties as required.

Supervision:

Received: Supervisor, Business Development
Given: None

Experience Qualifications:

Bachelor's degree and 2 years of experience in analytics, finance, FP&A, accounting, or sales operations; or

Associate's degree and 4 years of experience in analytics, finance, FP&A, accounting, or sales operations; or

High school diploma / GED and 6 years of experience in analytics, finance, FP&A, accounting, or sales operations

Preferred Qualifications:

- Experience solving complex business problems
- Experience in the pharmaceutical/biotech environment
- Demonstrated record of increasing responsibility
- Exceptional analytical capabilities
- Exceptional oral and written communication skills
- Authoritative command of complexity and ambiguity; ability to see the big picture; ability to collect, digest and assemble information to enable relevant business analyses
- Experience analyzing and validating large data sets and drawing conclusions from that analysis
- Extensive experience with Excel and other analytical toolsets (e.g., Microsoft BI, Access, etc.)

Miscellaneous Requirements:

- Maintain a strong attendance record
- Adhere to company's drug-free workplace policies

Attitude:

- Individual must be an enthusiastic team player, concerned with job and company as whole
- Must be self-disciplined with a desire to drive high quality results
- Must be flexible and extremely detail-oriented