



Business Development Analyst

Summary

Under general supervision of the Business Development Manager, 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 Manager or Director 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.
- Prepare and submit bids.
- Maintain/administer current contracts including sales reporting, modifying prices, and adding/removing products.
- Conduct 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: Directives from Business Development Manager.

Given: None



Business Development Analyst

Physical/Cognitive Requirements:

Approximate experience, or equivalent knowledge and skills, necessary to satisfactorily perform the position responsibilities.

Work is self-initiated.

Anticipate and resolve all complex problems independently.

Travel 10% or greater.

May be required to work longer than the typical 8-hour work day.

Must lift, bend, stoop, climb, and pull in the process of moving boxes and packages from one location to another, and filing.

Must be able to lift up to 25 lbs.

Must be able to sit for up to 90% of the day.

Miscellaneous Requirements:

Must have at minimum intermediate/advanced knowledge of Excel.

Must have experience with business analytics.

Maintain a strong attendance record.

Must be able to pass pre-employment and random screening tests drug test as well as a pre-employment background investigation.

Adhere to company's drug-free workplace policies.

Must have excellent oral and written communication skills.

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.