

# Job Description – Business Development Assistant

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## Key Responsibilities:

Your key responsibilities are assisting the Business Development Manager and include: -

- Preparing prequalification applications for submittal
- Updating Client Database
- Maintaining Personnel CVs, Experience and Qualification Records for prequalification submissions
- Management of prequalification performance data and producing performance reports
- Preparing marketing materials
- Preparing marketing presentations
- Attending promotional events as directed
- General filing for the Business Development Department

Strong time management and communication skills are essential to this role as well as computer literacy and the ability to prepare reports and administer necessary paperwork.