



Business Development Associate

A vacancy has arisen in the Sales & Marketing department at our Odiham, Hampshire offices, for a full time, permanent, Business Development Associate. Focusing primarily on aviation business development in Central Europe and the EU, plus other regions as directed. The role is to assist in generating, advancing, delivering sales, and developing new market leads. The successful candidate will also be required to assist in promoting marketing activities, and providing the Company with consistent, accurate, and timely support to Clients / potential Clients, in accordance with the Company quality controls.

A brief list of some of the duties includes:

- Assist in developing, launching, and supporting new marketing campaigns.
- Be prepared to travel to support the growth of the company.
- Assist in developing and maintaining client / company relationships ensuring all forms of communications are answered efficiently.
- Assist in giving presentations, entertaining clients / prospective clients, and others, both in the UK and abroad as required.
- Assist with preparation and review of client contracts.

The successful candidate will be expected to:

- have a good technical knowledge of engine and/or aircraft systems - previous aviation engineering experience is preferable;
- hold a business degree or a minimum of 5 years sales and marketing or related experience;
- be a good communicator at all levels, have a positive, polite, and constructive approach, and able to work well as part of a team;
- be enthusiastic, flexible, organised, self-motivated, able to multi-task, have a high attention to detail, and be confident and accurate - as demands often change due to the need to react to requests in a timely manner;
- be PC literate, and have sound working knowledge of MS Windows-based software packages, including Microsoft Office (Word, Excel, and Outlook), and the internet;
- be prepared to work outside the standard working hours per week to ensure that Company operations are continuously supported;
- be available to travel worldwide.

Additional European language(s) would be beneficial.

Nominally, the 37½ hours per week, 7½ hours per day, will be worked Monday to Friday. You will be joining a stable and well-established organisation in state-of-the-art offices offering a very comfortable working environment with a purpose-built facility. Benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi, and on-site parking.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to: recruitment@spectro-oil.com.