

Business Development Co-ordinator – Omega Plastics Group

Who we are and what we do:

The Omega Plastics Group comprises two businesses – Omega Plastics and Signal Plastics. We provide high quality plastic injection mould tooling, components, assembly and technical solutions on time and with exceptional customer service.

We assist customers from product conception through the development cycle and into serial production. Our flexibility and value-add approach means we can be a strategic partner to customers and strive to develop long-term relationships.

Omega Plastics operates across four main sectors: industrial and technical, consumer, automotive and medical. We specialise in low to high volume plastic injection moulding using 13 injection moulding presses, ranging from 30 to 330 tonnes. In addition, we integrate plastic mouldings into more complex assemblies which we manage on behalf of our customers. We hold ISO 9001 and IATF 16949 certifications and are based in a 45,000 sq. ft facility on Team Valley Trading Estate in Gateshead, which is also our group head office.

Signal Plastics specialises in high volume plastic injection moulding and assembly, with 13 injection moulding presses ranging from 40 to 1,300 tonnes, some with robot demoulding and packing capability. Its customers include some of the biggest names in the automotive and industrial and technical products sectors. It is based in a 43,500 sq. ft facility on Bentall Business Park in Washington.

The group is growing, with a workforce of over 170 colleagues (from 90 in 2019) across both businesses and we continue to invest in our people, infrastructure and facilities. Our people are key to the success of the business. We offer a competitive salary and benefits package and invest in the training and development of our colleagues. Find out more about us here: <http://www.omegaplasticsgroup.co.uk/>

The role

We are looking for a **Business Development Co-ordinator** to join our Commercial Team, reporting to our Business Development Manager. This is a full time, permanent role, although we may consider part-time working for the right candidate. You will be based mainly at our head office on Team Valley in Gateshead although you may also visit Signal Plastics in Washington and attend trade and networking events.

Working from our strategic business winning plan, you will be responsible for generating sales leads, carrying out research to provide up to date information on target prospects, customers, sectors that we are working in or want to break into and general current awareness. You will present your findings to our Business Development Manager and account managers in comprehensive reports and in team meetings then support them in developing any leads generated.

This is an opportunity for someone who has developed research, presentation and communication skills, either through studies or previous employment. If you are curious, enthusiastic and a team-player you can contribute to the future strategic growth of our group.

The role comes with a full-time salary of between **£22,000 and £25,000** per year (depending on skills, experience and qualifications), 25 days annual leave plus bank/public holidays (pro-rata for part-time), Company Sick Pay, Company Pension Scheme, Death in Service, Employee Assistance Program, Cycle to Work scheme, free hot drinks and other benefits.

All candidates must be currently eligible to live and work in the UK.

To apply for this role, please send a **covering letter setting out why you are suitable for this role** together with a **CV setting out qualifications and experience** to careers@omega-plastics.co.uk by **5pm on 26 August 2022**.

Job and Person Specification – Business Development Co-ordinator

Role Purpose	Support the execution of our sales and marketing strategy through: <ul style="list-style-type: none">• generating a constant supply of “warm” leads into the sales pipeline through market searches and co-ordination of inbound enquiries; and• Supporting the Business Development Manager and colleagues with activity to convert leads into quotation enquiries
Reports to	Business Development Manager
Location	Team Valley

Main duties and responsibilities

- Lead Generation - Building lists of companies we could work with to supply mouldings, assemblies and/or tooling, through market intelligence and co-ordination of inbound enquiries. Building the information channels to identify the right businesses and sectors, highlighting opportunity and risks or barriers to entry. Making initial calls to confirm status as valid sales leads.
- Qualify Prospects - Taking the sales lead to the next stage starting the qualification process and being able to categorise the prospect. Identify their needs and the key decision makers in the business, with handover to BDM when projects are identified.
- CRM - Updating CRM to ensure that inbound enquiry data is accurate in the pipeline, and that all customer and contact data is correct and maintained through the sales process. Working with the Commercial Team to develop the pipelines for both moulding and tooling, and the customer onboarding process, evolving how we use and format CRM.
- Events and Networking - Identifying events for attendance where we know the right prospective customers will be, maximising our ability to generate sales leads and owning the events calendar.
- Associations and Membership - Co-ordinating membership of associations and maximising what we can get from the relationship from a sales perspective. Identifying other key organisations that we should work and communicate with being agents, advocates, etc.
- Sustainability - Understanding what is important to prospective customers, what standards we need to comply with to become a supplier, and support in co-ordinating/completing customer questionnaires and raising awareness internally of market requirements.
- Commercial Team Support- assist Commercial Team where needed to support business winning activities.
- Reporting - Collating and issuing reports to line manager and wider Commercial Team on pipeline health and movement, along with other business winning reports.
- Compile competitor profiles and disseminate intel updates on the main providers which should include detail on pricing, marketing material, product, and sales tactics.
- Carry out any other duties not listed above as may reasonably be expected of the role

The ideal candidate

Our ideal candidate will be an energetic self-starter with the ability to quickly gain an understanding of our business and the sectors in which we operate. We are looking for someone with the right attitude, skills and experience to join us. If you are a great teammate who is prepared to get involved, while still demonstrating the initiative to work independently this could be the role for you.

Desired experience, knowledge and skills include:

- Curiosity and desire to learn about what we do and how we can offer solutions to prospective customers
- Excellent communication and persuasion skills (both verbal and written), with the ability to communicate effectively with external contacts and at all levels within our business

- Excellent research skills and ability to present results clearly
- Competence and confidence handling incoming/outbound telephone calls and talking to new people
- Good organisational, prioritisation and time management skills
- An effective MS Office (Excel, Word, PowerPoint) user
- Proactive, resilient and flexible with an ability to work under pressure and within time constraints
- Experience of plastic injection moulding and tooling manufacture desirable but we will provide full training
- Experience of using LinkedIn Premium and other research tools (e.g.: Lusha) desirable