

JOB DESCRIPTION

Digital Business Support/Resource Planner



Job Title: Digital Business Support/Resource Planner
Department: Digital
Based: Midlands
Reporting to: Digital Business Development Manager

REMUNERATION

Agreed as per contract of employment.

Bonus & pension contribution scheme as outlined in your contract of employment.

PURPOSE

drp's digital department has experienced rapid growth over the past few years, expanding the team and diversifying into many areas across the digital spectrum.

The Digital Business Support responsibilities will assist the digital team in its continual growth, developing business opportunities and maintaining relationships internally and externally. Working alongside current sales efforts, you will be expected to deal directly with clients, convert opportunities into live projects and help keep track of the sales pipeline.

As the Resource Planner, you will work closely with the Head of Development & the Project Managers to constantly manage and stay on top of ensuring that resource is being efficiently positioned to optimise and achieve the greatest results. With the potential pipeline of working approaching and what is currently in production.

The role will work closely with digital project managers and provide greater transparency of the upcoming projects internally. In doing so, bridging the gap between new sales and getting the work underway. This will require project co-ordination of developers and briefing in new work to internal stakeholders.

Ultimately, the role will contribute to all aspects of the business development lifecycle.

PRINCIPLE DUTIES

- Take briefs from clients and internal stakeholders
- Formulate quotes from rate cards, or liaise with team members to pull together bespoke costing
- Create proposal and pitch documents often as part of a formal bidding process
- Proof and quality check proposal documents
- Keep track of the sales pipeline, including all digital Potential, Live and Lost Jobs
- Carry out accountancy record keeping, expenses, invoicing and purchase orders
- Mediate between the sales and project processes
- Assist with resource planning and scheduling
- Maintain and develop relationships with existing customers in person and via telephone calls and emails
- Follow up on quotes to ensure opportunities do not dry up
- Negotiate on price and specifications with suppliers
- Represent the company at exhibitions, events and demonstrations

- Review your own sales performance, aiming to meet or exceed targets

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

EXPERIENCE

- Preferable experience in a business development environment
- Preferable

SKILLS

- Communication
- Persuasive
- Organisation
- Time Management
- Competency of the Microsoft Office suite (Excel, PowerPoint, Outlook)
- Commercial and mathematical competence

CHARACTERISTICS

- Confident
- Communicative
- Driven
- Organised
- Passionate about digital and technical innovations

OTHER REQUIREMENTS

- Able to travel throughout the UK and overseas
- Driving licence

DATA SECURITY

At all times you must work within the guidelines set out in the **drop** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

FURTHER NOTES

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **drop's** Health & Safety Policy and Employee Manual.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house

production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***drp** is an equal opportunities employer.*