

Job Role:	Head of Client Engagement
Working Hours:	Monday-Thursday 9-5:30pm (including 1 hour for lunch) and Friday 9-5pm (including 30 minutes for lunch)
Line Manager:	Growth Director
Salary:	Up to £40,000 plus bonus
Location:	Durham Head Office, with regular travel
Holidays:	20 days per year plus bank holidays (3 days must be kept for Christmas shut down)
Required education:	Degree level minimum
Driving license:	Essential, with access to your own car

Company description:

Hudson Procurement Group is a business development agency specialising in procurement and tendering. We currently have 10 technical products, another four in development and a consulting offering.

We have an ambition to become a billion-pound group in next 15 years and to do that we need dedicated and focused staff to work with us and become a core part of our growth and development.

Person specification:

We only require highly professional individuals to work for our Company. We support some of the biggest companies in the UK down to small SMEs, but our service level remains the same.

We strive for perfection when it comes to customer service so the successful person in this role must be a perfectionist and like to dot the I's and cross the t's every evening before going home.

This person will take pride in their work and celebrate their successes and have an ambition to grow their career alongside the successful growth of the company.

This individual will have an interest in technology and bring ideas to the table to support with the development of our customer communications. We have a policy that all suggestions are worth hearing and we want to hear everyone's ideas for improving what we offer to our customers.

As a part of this role you will manage the sales team which currently consists of one long-standing member and an additional five who will be recruited during June/July 2019. You will carry out performance reviews, monitor KPIs and ensure work is distributed fairly.

Your personal sales target will be focused on new business and will be £700,000 (year 1), with a further £500,000 coming from your team, so you must have an ability to effectively manage targets and demanding workloads. Bonus will be paid on personal target achieved and topped up with the addition of team achievement.

You must dress smart, act professional and be focused on building a solid career as well as willing to work the extra hours needed at times to deliver your role.

This role is only suitable to someone with excellent English writing skills and first-class verbal communication as client contact and written proposals is a huge part of this role.

Job specification:

The role will change daily so you must be adaptable, and change must not frighten you as our constantly evolving business is constantly changing (for the better). You must have an abundance of common sense, be bright, willing to learn and be extremely organised to ensure our business excels.

You must study and gain an exceptional knowledge of tendering terminology and the problems we solve for business owners when they outsource this work to us.

As you will be communicating with multiple clients in multiple businesses, strong client management/verbal communication skills are essential.

The ideal person for this role will be highly motivated, innovative, customer focused and have a 'can do' attitude. This person must not be afraid of deadlines as the role will need you to meet daily deadlines which cannot be changed.

It's critically important you can 'speak the language' when communicating with clients and internal team members, ensuring you breed confidence in your approach. Therefore, excellent communication skills are a must, both verbal and written. Full training however will be given on this.

You will have a keen eye for detail and work towards quality processes, ensuring content produced for proposals is error free.

You will be responsible for filling your own diary with business leads, so you must not be afraid to pick up the phone/network to engage business leads in the London area and the South where most of our clients are based.

It is important that you understand that this is an exceptionally busy role and no two days will be the same.

The perfect person will:

- have experience of working in a professional environment which does not need to be procurement and tendering
- be efficient, capable and exceptionally organised
- thrive on making money and gaining bonus
- be highly motivated, energetic and astute
- thrive in a busy/stressful role, where deadlines are critical
- deal with director level staff both internally at Hudson Procurement Group and external client businesses
- demonstrate exceptional time management skills
- be an excellent communicator both verbally and written
- have exceptionally high attention to detail
- be deadline driven
- thrive on consistency and accuracy
- have excellent literacy skills
- bring a host of contacts with them at the right level
- be able to multitask and prioritise workload effectively
- have exceptional management skills
- be able to read and digest long documents
- be able to deal with different personalities effectively to ensure clients gain trust in you
- have experience of working to brand guidelines

Skills/attributes required:

- Hardworking
- Strong selling skills, verbal and written
- Common sense approach
- Exceptional English writing abilities
- Networking experience
- Confident and professional telephone manner
- High literacy skills
- Self-motivated
- Energetic and astute
- Loyal
- Consistent management for your team
- Structured and process driven
- Initiative & team player
- Ability to deal with people at all levels
- Career driven with a desire to succeed
- Problem solver & logical thinker
- Not afraid to stand-up and be heard
- High level of experience within Microsoft applications
- Resourceful & adaptable
- Good multi-tasker

Our businesses

Hudson Procurement Group:

- www.hudsonprocurementgroup.co.uk

Consulting Offering (which will be the core part of your role)

- www.tenderconsultants.co.uk
- www.tendervle.co.uk

Product URLs:

- www.creativetenders.co.uk
- www.technology-tenders.co.uk
- www.financetenders.co.uk
- www.construction-tenders.co.uk
- www.hrtenders.co.uk
- www.logisticstenders.co.uk
- www.hospitalitytenders.co.uk
- www.utilitiestenders.co.uk
- www.researchtenders.co.uk
- www.consultancytenders.co.uk

Coming soon Products:

- Tender Connect – www.tenderconnect.co.uk
- Tender Bank – www.tenderbank.co.uk
- Procure Smart www.theprocurementsystem.co.uk

If you feel like you have what it takes to be our next recruit, please send your CV to Jill Hudson at jill@hudsonprocurementgroup.co.uk. Deadline 15th January 2019. If you are shortlisted for interview a short presentation is required to showcase how you would deal with specific scenarios.