



Our Values: Caring, Safe, Professional



Graduate Business Development Executive

£28,000 - £32,000 pa, depending on experience

Watford, Herts

We are currently looking for a Graduate Business Development Executive to provide comprehensive support to the Business Development team, the Head of Operations Support, and other senior members of the Operations team in administering CSP's tender process for new and existing business. The role will involve the preparation, editing and proof reading of all documentation and ensuring all associated correspondence is attended to efficiently. Maintenance of internal CSP data recording systems will also be a key requirement of the role.

The ideal candidate will have previous experience of working in an administrative role in an office environment, or in a Head Office team, and will be able to work autonomously. They will also have good attention to detail and be confident in communicating with people across the organisation. An interest in developing techniques around building customer relationships and new business leads would be an advantage. Appropriate professional development training can be provided.

This is an exciting time to be joining CSP as the company strives towards operational excellence and works on ambitious plans for growth.

This is a full-time, permanent role based at the Head Office in Watford.

A full job description is available [here](#).

What you will be doing as a Business Development Associate at CSP

- Full administration of CSP's tender process for new and existing business
- Daily update of CSP's business development recording system, ensuring accurate information is entered
- Undertake market research on potential business development sectors for CSP
- Act as the first response for all sales enquiries via CSP's sales inbox
- Regular production of management information for CSP committees, including preparation of presentations for the Board

What we need from you as a Business Development Associate at CSP

- A degree-standard education
- Experience of working in an administrative role in an office or operational environment
- Experience of working with tender processes

- Excellent organisational and administrative skills
- The ability to work as part of a team as well as alone

What CSP can offer you as a Business Development Associate at CSP

- A competitive salary
- A 35 hour working week
- Up to 25 days' holiday (pro-rata – after qualifying service) plus Bank/Public Holidays
- Pension scheme with excellent employer contribution
- Private Medical Insurance (after a qualifying period)
- Life insurance at 4x salary
- Access to salary sacrifice schemes
- A range of valuable medical and practical support services through an external Employee Assistance provider

About CSP

CSP stands for The Combined Services Provider. It also stands for Caring, Safe, Professional, representing our Values. We specialise in providing services to venues and static sites including Car Parking, Internal and External Traffic Management, HVM (Hostile Vehicle Mitigation) solutions, Security, Stewarding, Cash & Audit and Consultancy services. Whilst our range of services has grown, Car Parking/Traffic Management, HVM, and Security/Stewarding represent our core areas of expertise.

CSP strives to be an equal opportunities employer.

Vacancy details

Salary: £28,000 - £32,000, depending on experience

Location: Head Office at Watford

If you think you are suitable for the Graduate Business Development Executive position, please apply now by sending a copy of your CV to HR@gotocsp.com by midnight on Sunday 23rd June 2024.

