



Business Development Executive

3B Training is a multi-accredited training provider delivering health and safety training courses across the UK and online. We predominantly target businesses within the UK construction industry, offering high-quality courses which can be delivered in a range of formats.

We pride ourselves on being a genuinely great place to work and aim to be world class in everything we do! We live by our core values which are Be Your Best, Be Smarter and Be Honest.

Our employees are at the heart of our business and our ambitious growth plans make 3B Training an exciting company to be part of.

We are looking to appoint a Business Development Executive to support our growth in Leeds by identifying, building, and developing new & existing clients.

Key Duties & Responsibilities:

- Effectively managing key accounts, ensuring a smooth customer experience from start to finish. Attend client meetings when necessary, increasing spend of our existing clients, focussing on your specific region's learners, the courses they attend and their profitability.
- Oversee enquiries including advising customers on training options, industry changes and funding options available to them (e.g. CITB Skills and Training Funds), providing quotes in a timely manner as necessary and seeing through to completion.
- Work with the Business Development Manager to identify clients and help develop them in the area and, where possible, nationally.
- Develop client relationships by engaging with new customers, reengaging with existing customers, attending networking events and promoting all 3B's training services across the region.
- Maintain working relationships with partner training providers.

Key Competencies & Skills:

- Experienced in using MS Office Suite including Excel & Word
- Organised with ability to manage own workload and work to deadlines
- Excellent written and verbal communication skills via telephone, email & face to face

Desirable Skills & Experience:

- Knowledge of the construction sector, types of training and compliance.
- Understanding of the training industry and basic scheme rules for accrediting bodies
- An analytical & critical thinker with good problem solving and decision making skills

To apply for this role, please email your CV to the email address below, or contact Keri Shacklady if you have any questions about the position.