



Business Development Co-ordinator

Low Carbon Heat Networks and Building Services

Location: Carlisle, UK

Salary: £22,500-£27,500

PINNACLE POWER:

Pinnacle Power is a fast-growing innovative business which designs, builds, operates, maintains and finances low carbon district energy networks and building energy systems for communities. We work with local authorities, developers, house builders and property owners to reduce costs, energy consumption and carbon emissions through innovative design and proactive intelligence led system operations and optimisation.

With the decarbonisation of our heating systems now becoming a national imperative we are experiencing rapid growth in demand for the design, build, operation, and maintenance of low carbon district heating systems and for the decarbonization of existing building heating systems, especially to replace distributed fossil fuel heating with centralised low carbon heat generation.

Pinnacle Power is absolutely committed to an honest and collaborative approach to all our work, to being innovative in everything we do, always looking for better ways to do things and on avoiding the business curses of unnecessary complexity and silos.

Pinnacle Power is part of the Pinnacle Group, a family of businesses providing a comprehensive and integrated range of services to communities and their private and public sector partners. We focus on delivering bespoke solutions with positive outcomes for the communities we serve.

ROLE:

Your lead responsibility will be to provide coordination and administrative support to the Business Development team. You will be responsible for registering identified opportunities, downloading and document control of tender files and obtaining further information for consideration. You will take ownership of specified actions throughout the bid process to ensure a full, complete, and compliant process is followed.

Projects will range from single site boiler room and energy centre installations or servicing through to large new build and retrofit district heating schemes, so whilst not essential, experience in this market would be advantageous.

The compact nature of the business and our rapid growth means that the candidate has significant opportunity to develop their career in a friendly environment. We are looking to develop teams of engineers that will be able to grow into designing a variety of energy related systems. It is anticipated, therefore, that the candidate would be seeking to broaden their skills horizon.

SPECIFIC TASKS:

As part of this role you will;

- Support with tender portal registrations and login control, becoming familiar with commonly utilised tender portals to ensure proficient support in accessing new opportunities
- Ensure consistent branding for all company specific documents
- Support with the co-ordination of meetings, clarifications, tender response deadlines.
- Ownership of our bid management mailbox
- Manage Pre-Qualification Request and keep the bid library up to date with all the relevant information
- Supporting our marketing team in the development of Case Studies by providing relevant information
- Working alongside our Business Development team to develop Project Profiles and engage with team to assign ownership for each new project.
- Refresh bid templates and content by engaging with other departments (H&S, Commercial, Operations, Design, Marketing, construction etc) including Lessons Learnt / Added Value.
- Development and management of SharePoint folders for each opportunity, ensuring consistent manner across all divisions to reduce task duplication and enhance efficiency / clarity in document control. Engage with teams to ensure all relevant members have SharePoint access and are able to comfortably utilise.
- Ownership of CRM inputs for the wider group

CANDIDATE:

We are looking for someone who is organised, self-motivated and able to work alongside the Business Development team to drive best practice and innovation. The company is relatively small but with very fast growth. The candidate will be able to work as part of a team and take ownership and fulfil their tasks on time.

To be successful in this role you should be a confident communicator, both written and verbally with an ability to establish good working relationships with multiple points of contact. An eye for detail and ability to work to tight deadlines by prioritising tasks accordingly is required. Whilst not essential, experience of working with detailed procurement processes would be advantageous.

The candidate will need to be comfortable communicating with various stakeholders across the business. They will be personable and a good communicator.

We will want you to join our journey toward a more environmentally and technically responsible and effective way of delivering energy systems, moving away from conventional processes into a more innovative and free-thinking environment.

EXPERIENCE AND QUALIFICATIONS:

- Proven ability in planning, producing and organising documents and processes within a complex business environment
- Previous understanding of third-party tendering portals would be advantageous

SKILLS:

- Fully IT proficient; Word, PowerPoint, Excel, email systems etc as a minimum.
- Able to work in a team
- A mindset to think outside the box, innovate and do things differently.
- Excellent communication and presentations skills, written and in meetings.
- Good organisational, time management and planning.
- Strong sense of ownership, urgency and work ethic

WHAT WE OFFER YOU:

- Remuneration: competitive with market. Base £22.5k-27.5k depending on experience.
- Discretionary bonus based on individual and business performance.
- Location is Carlisle, but you will have the opportunity to travel to travel and see our sites
- Permanent full time
- Holidays 25 days a year plus stats.
- Pension plan provision.
- Private health care scheme available
- Company phone, laptop etc.
- Continuing learning and development opportunities across teams

APPLICATION:

To apply please send through your CV electronically and include a short summary detailing your skills and experience to:

rhea.marsden@pinnaclepower.co.uk