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Job Description

Business Development Officer

Overview

With over 10 years' experience of serving clients, Bla is one of Wales' leading translation companies. Focused on providing top class translation, proof reading and editing services, over the years the hardworking team of staff have successfully established and continue to maintain Bla's good reputation. We're proud of our well-established and extensive client base, which is still expanding as we build upon our reach with international clients.

Due to continuous growth and increasing demands for our services, Bla intends to appoint a Business Development Officer to assist the International Business Officer. Please note that the ability to communicate fluently in Welsh is essential for this opportunity.

Business Development Officer's Main Responsibilities and Tasks

- Work closely with the International Business Officer to assist the business unit within the company
- Assist with submitting tenders on various national platforms (training can be provided)
- Assist with developing further our foreign services and provisions within our international languages unit (Bla₂), as well as the Welsh provision
- Engage with current clients, making regular contact with them to ensure that we maintain our good reputation and to strengthen further our relationship with them
- Reach out to possible/new clients to introduce them to Bla/Bla₂, and make a good impression in order to attract more business and clients
- With the International Business Officer, contribute towards developing and implementing a social media strategy for Bla/Bla₂, with the aim of





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increasing our presence on various channels to further strengthen our brand

- 6 Create marketing content to effectively promote the company, e.g. our blog, newsletter, social media
- 6 Acting as a professional ambassador for our brand and promote the company’s established good reputation
- 6 Attending conferences, events and meetings with the International Business Officer
- 6 Other administrative tasks required within a busy office environment
- 6 Support the International Business Officer with the operational aspect of Bla₂, contributing lucrative ideas and suggestions.

Business Development Officer Qualifications and Attributions

Included in the table below is an outline of the ideal candidate’s qualifications and attributions for this particular role. We will be shortlisting candidates based on the ability to meet these success criteria.

Qualifications	Essential	Desirable
A qualification in a subject relating to business, international relations or marketing, or relevant, equivalent experience	✓	
Information and Experience		
Experience of tendering processes and submitting tenders		✓
Experience of working in an office/marketing environment, with the ability to effectively promote and develop a service		✓
Skills and Attributes		
Strong IT/administration skills, including proficiency in various social media platforms and Microsoft suite etc	✓	
Ability to communicate fluently and effectively in Welsh, engaging professionally and comfortably with staff and clients alike	✓	



A can-do attitude and able to work under pressure	✓	
An enthusiastic, energetic and ambitious individual who is results driven	✓	
Ability to respect and follow instruction and enjoy working within a team, as well as independently	✓	
A positive attitude towards change, and willing to continuously learn in the course of your work	✓	
Willing to turn to other members of the team for advice and guidance	✓	
Excellent organisation skills with the ability to independently and effectively prioritise own work load	✓	
Detail-oriented and conscientious individual	✓	
Knowledge/understanding of how a translation company operates		✓
Other		
Full, clean UK driving license	✓	
Fluent in the Welsh language	✓	

To submit an application, or for an informal chat

If you're interested in this exciting opportunity, and you believe you possess the ability to make a valuable contribution to our company, please fill in the application form and send to:

Alun Gruffydd, Director



alun@bla-translation.co.uk



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