

NOTE UK Job Description Business Development

Job title	Business Development Manager
Department	NOTE UK Business Development Team
Job level	Manager
Line manager	UK Group Business Development Director
Direct reports	N/A

About the company

NOTE UK is part of the larger NOTE group, an end-to-end **Contract Electronics Manufacturer** turning product ideas into reality for our customers. With over 40 years' experience, NOTE UK has built a strong reputation for the on-time delivery of printed circuit boards, PCBAs, box builds, and final assemblies.

Operating from our sites in Windsor, Haddenham and Basildon, we are a trusted manufacturing partner; dedicated to turning product ideas into reality. We pride ourselves on offering flexible, professional solutions while maintaining the friendly, 'can do' attitude that defines our customer relationships. www.note-ems.co.uk.

Job role and scope

The business development team, working alongside marketing, is responsible and accountable for generating leads, creating opportunities that result in requests for quotation (RFQs) and negotiating contracts. You will work within the team taking direction from the UK Group Business Development Director. Collectively the team are required to maintain a pipeline of opportunities that will ensure year on year growth across the three UK factories; Windsor, Haddenham and Basildon. You will also work closely with the factory Managing Directors and their commercial, technical and productions teams. This is very much a collaborative approach.

The role will demand a 'hands-on' approach with the ability to work at pace and be tenacious to see things through to a successful outcome.

Main responsibilities

1. Generate leads using all available tools and professional networks.
2. Secure meetings and visits with prospective customers / targets.
3. Follow up on enquiries and opportunities, being the first point of contact for prospective customers.
4. Produce proposals, quotations and contracts as needed, taking ownership for the on-time delivery of these responses.
5. Be a NOTE ambassador: setting an excellent example and first impression.
6. Engage with our factories, developing strong working relationships with key stakeholders and facilitating prospective customer visits.
7. Constantly learn about what we do, what our competitors do and how we can be best in class.
8. Do what is best for our business and our customers every day.
9. Plan and organise your time effectively such that planned business development activities deliver positive results / outcomes.
10. Engage with our marketing team to help build a successful NOTE brand in the UK.
11. Work closely with the factory NPI teams to ensure we successfully embed new customers into the business.
12. Accurately record data, activities and information into our CRM systems.

Skills, knowledge & experience

- ✓ Good understanding of the demands of Contract Manufacturing; including electro-mechanical assembly, PCBA manufacturing, prototyping, test development and component sourcing.
- ✓ High-level communications skills; as the face of the company, the ability to engage, influence and negotiate with senior management stakeholders.
- ✓ Ability to take on-board complex technical data and interpret into practical requirements and actions.

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- ✓ Highly proficient in presenting company data to senior stakeholders and business owners of potential customers.
- ✓ Demonstrate resilience and agility to overcome new business development hurdles and setbacks.
- ✓ Ability to work calmly and effectively in pressurised environments; responding proactively to quick timescales and deadlines.
- ✓ Willingness to work collaboratively with all internal departments to share customer insight, update on development timelines and deliver new business from contract agreement to NPI to live customer.
- ✓ Knowledge of global sourcing and different methodologies for supply chain solutions.
- ✓ Commercial awareness is essential.

Company values

At NOTE, we believe our people are the key to our success. Each achievement and successful customer partnership is made possible by the dedication, expertise, and passion of our team. Our values lie at the heart of how we work and grow:

- **Sustainability:** We take responsibility for people and the planet, working toward a better society through responsible manufacturing.
- **Quality:** We believe in getting it right from the start.
- **Proactivity:** We act with clarity and purpose, ensuring sustainability and integrity in every interaction.
- **Flexibility:** We adapt to meet customer needs with tailored solutions.
- **Solution-Oriented:** We create a stimulating, problem-solving environment that drives results.

These principles ensure we deliver the right quality, at the right time, and at the right price, while building long-lasting partnerships.

Hybrid working

Your formal place of work will be your home address. However, if preferred, and subject to the distance, you could be based at one of our factories. To work from home, you must have a suitable office / environment. Equipment will be provided. You will be able to use the offices and facilities at any of the UK factories.

You will, however, be required to travel within the UK on a very regular basis to meet prospective customers, current customers and to interact in person with the teams at our factories. Occasional overseas travel may be necessary. As a guide, assuming activities levels are as expected, you should be travelling most of the time. You must have a clean, full UK driving licence and in date passport.

Remuneration package

Salary	From £50,000 pa (dependent on skills & experience)
Car / Car allowance	Either a fully expensed company car or an equivalent car allowance
Bonus	UK Group Business Development Bonus Scheme (up to 10%)
Working hours	Full time is 37 hours per week Mon to Thurs 08:30 to 17:00 and Fri 08:30 to 13:30
Holiday	25 days plus Bank Holidays (includes Christmas shutdown)
Health	Private medical insurance: Self
Life cover	Death in service cover (x3 annual salary) after probation period
Pension scheme	Auto-enrolment with 5% employee and 3% company contributions
Wellbeing support	Free & confidential access 24/7 to Employee Assistance Programme (EAP)

Please apply by sending your CV and a letter of application/cover email to Sarah.Medhurst@note-ems.co.uk.