

Job Description

Job Title Business Development Junior Consultant, Ecorys Spain	Reports to Technical Director, Ecorys Spain
---	---

Job Purpose
<p>The post holder will join the Ecorys team based in central Madrid and work closely with colleagues across other Ecorys offices, partner organisations, subcontractors and associates in order to:</p> <ul style="list-style-type: none">• provide support to the start-up and delivery of existing and new contracts; and• contribute to work-winning by, <i>inter alia</i>, searching for and identifying new opportunities and supporting the preparation of tenders particularly for the Spanish-speaking market (i.e. LATAM) and Maghreb.

Principle Accountabilities/Tasks
<ol style="list-style-type: none">1. Assist in successful delivery of contracts:<ol style="list-style-type: none">a. Assist in starting up new contracts;b. Take a junior consultant role in the delivery of existing and new contracts working closely with the project director ensuring that the contract is being delivered to requirements;c. Help in sourcing and appointing appropriate new staff to contracts;2. Identify relevant opportunities and assist in the process of winning a stream of new contracts:<ol style="list-style-type: none">a. Develop an excellent understanding of the experience and capacities of Ecorys Spain and wider Ecorys; as well as the policy context and the services required by clients;b. Identify and prioritise upcoming opportunities; interfacing also with colleagues in other Ecorys offices;c. Search junior and senior external experts;d. Gather intelligence, track and prepare for upcoming bids, prior to them being publicly put out to tender;e. Identify and support in the negotiation with possible partners in Europe and/or in the beneficiary countries in LATAM and Maghreb;f. Help in undertaking commercial feasibility studies to identify commercial and practical viability of tenders on which decisions whether to bid can be made;g. Prepare expressions of interest, support the preparation of proposals and provide inputs;3. Any other duties appropriate to the post as required.

Job Description

Conditions

This is a full time post and based in our Madrid office.

A six months probationary period that will turn into an indefinite contract once this period is successfully concluded is offered.

Other benefits will apply after Year 1 of the contract.

The post holder will be expected to undertake international travel and sometimes work outside normal office hours.