

# Bilingual Business Development and Client Relations Specialist

The Research and Productivity Council (RPC) is NB's provincial research organization, a research & technology organization that provides analytical and applied research services. In business since 1962, we serve over 1000 clients annually from our locations in Fredericton and Moncton, New Brunswick.

We are recruiting to fill a position for a **Bilingual Business Development and Client Relations Specialist**, who will work out of our Fredericton location and report to the Marketing and Communications Manager.

The Bilingual Business Development and Client Relations specialist will be responsible for identifying and pursuing clients and sales opportunities resulting in the achievement of revenue and business growth targets. A key element of this role will be to understand RPC's current suite of services, make productive connections with clients and stakeholders, pursue market opportunities, and assist with achieving revenue growth targets. Client relationship management will focus on sustaining important client relationships while exploring new business opportunities within current client bases as well as identifying potential new clients. A combination of hunter-gatherer, nurturer and explorer, the Bilingual Business Development and Client Relations Specialist will represent RPC in both public forums (trade shows, networking opportunities and events) and in business to business relationships, ensuring that our value proposition is properly articulated.

## RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):

- Collaborate with key stakeholders to develop and execute plans to determine target markets and potential clients
- Create and track pipeline of opportunities
- Represent RPC and act as brand ambassador
- Collaborate and assist the marketing and business growth teams in developing content for various platforms, channels and sectors
- Support the marketing and business growth teams by collecting and analyzing relevant business metrics and sales figures.
- Collaborate with the marketing and business growth teams to collect and distribute relevant competitive intelligence that can help identify and leverage market opportunities.
- Ensuring current client base needs are met in a proactive and timely manner
- Assisting Client Relationship Manager/other team members:
  - o Seek out and respond to RFPs, RFQs and other leads
  - o Draft RFP's and proposals to bid on projects
  - o Attend and assist at trade shows, conferences and other forums as required.

## REQUIREMENTS:

- University degree in a related field; business, marketing, commerce
- 3-5 years of experience in a similar role
- Proven track record of ensuring customer retention and meeting revenue targets
- Ability to develop strong relationships, both externally and internally
- Action oriented and results driven focus
- Bilingual (English/French) is required
- Science background considered an asset

## COMPENSATION

Compensation range is \$60,000 to \$70,000. RPC offers a generous employee benefit plan including a defined benefit pension plan, Top Up for Maternity Leave, Wellness rebates, paid leave, and more.

## TO APPLY

To apply please send your cover letter and resume to [careers@rpc.ca](mailto:careers@rpc.ca) referencing competition #BDCR0424 on or before **April 12, 2024**.

*Review of applications will begin as soon as possible and will proceed until a suitable candidate is identified. Only those applicants chosen for an interview will be contacted.*

*RPC is committed to the principles of employment equity, diversity and inclusion.*

