

# JOB POSITION - BUSINESS DEVELOPMENT COORDINATOR

## LOCATION

Cambridge, ON

## JOB DESCRIPTION

Lystek is seeking a full-time Business Development Coordinator based out of our head office in Cambridge, ON, to join our innovative and entrepreneurial team. The ideal candidate will be a proactive self-starter with excellent communication skills and a passion for the environment. As Business Development Coordinator you will support our Company's growth objectives by contributing to lead qualification, stakeholder engagement, and proposal development activities. Additional contributions will include supporting the Company's marketing activities to drive new business. You will be responsible for supporting day-to-day business development operations and long-term strategic initiatives. This position will report to the Business Development Manager.

Lystek International is a technology company that specializes in organic materials recovery with operations across the world. Our work helps municipalities and other generators maximize resource recovery and reduce greenhouse gas emissions through its innovative approach to biosolids and organics management. Our patented and award-winning thermal hydrolysis technology can be leveraged to optimize anaerobic digesters and biological nutrient removal systems at wastewater treatment facilities, while also contributing to waste diversion and environmental sustainability. This is achieved by transforming non-hazardous, organic materials into nutrient-rich, federally-registered fertilizers and other multi-purpose products.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Coordinate the Lystek opportunity pipeline
- Support new business development opportunities throughout the procurement cycle (e.g. EOI, RFI, RFQ, RFP, etc.), including initial opportunity assessment and supporting coordination of required internal and external materials, processes and schedules
- Prepare and develop the required documentation associated with proposal submissions and support the ongoing evolution of marketing collateral - including internal/external presentation materials
- Design and produce covers, layouts, organizational charts, graphics, and presentations for submissions as needed
- Create and edit high quality customer presentations, technical memos, and technical scopes of work
- Provide updates and strategy insights for proposal submissions
- Assist and maintain customer relationship profiles and business development strategy frameworks
- Maintain an updated reference project library by creating new content from recently completed projects
- Support the Marketing & Communications team to develop internal/external communications
- Provide general support to the Business Development group as required, including customer engagement, external announcements, internal stories, and social media activity

**DISCLAIMER:** *The above statements are intended to describe the general nature and complexity of the work being performed by personnel assigned to this position, and do not represent an exhaustive list of all tasks, duties, and responsibilities required of personnel assigned to this position. It does not prescribe or restrict the work that may be assigned.*

## EDUCATION / KNOWLEDGE

- **MINIMUM:** Degree in Business Administration, Marketing, Communications, Engineering, Geography, or Science, or three years of experience in business development or sales in a related sector
- **PREFERRED:** University Degree with relevant courses in Business



## EXPERIENCE AND QUALIFICATIONS

**MINIMUM:** Undergraduate Degree

**PREFERRED:** Undergraduate Degree and 3 – 5 years of relevant experience

- Positive attitude, strong work ethic, and passion for excellence
- Excellent written and oral communication skills - including copy editing
- Exceptional analytical, critical thinking, and organizational skills
- Exceptional interpersonal skills, including the ability to collaborate in a team environment.
- Experience with proposal development, RFQ, RFP etc. processes, and technical submissions
- Experience with document formatting, editing, quality assurance, and final packaging
- Familiarity with content management systems (SharePoint) and SalesForce
- High proficiency using Microsoft Office Suite and digital collaboration tools
- Willingness to travel for client meetings, industry events, and trade shows
- Ability to work in a fast-paced environment, prioritize tasks, and meet tight deadlines
- Ability to work independently and collaboratively
- Strong attention to detail and quality
- Commitment to diversity and inclusion

## WORKING CONDITION

Typically working in an office environment with occasional travel to facilities, conferences, or customer meetings  
May require occasional work outside of typical business hours

## WE OFFER:

- Competitive wages
- Bonus programs
- Employer paid health and dental benefits
- Extensive training programs and tuition reimbursement
- Retirement benefits program
- Family-oriented team environment
- Employee discounts and other rewards programs

The Tomlinson Group of Companies encourages applications from all qualified candidates. Please contact Human Resources if you need accommodation at any stage of the application process or want more information on our accommodation policies.

If you've got an excellent work ethic, strong desire to produce quality and award winning work then Lystek is the place for you.

Email resume to [careers@lystek.com](mailto:careers@lystek.com)