



<b>Job title:</b>	Business Development Executive
<b>Reporting to:</b>	Head of Business Development
<b>Team:</b>	Business Development Team
<b>Tenure:</b>	Full time, permanent to start ASAP

We are looking for an Executive to join our Business Development Team working primarily to establish new contacts with potential work providers and also provide general marketing support. The role will suit an individual from a sales and business development background. It would also be advantageous to have experience in the insolvency, law or accounting sector, but this is not essential. We are looking for an individual who has strong communication skills and a natural ability to build relationships.

### **Job purpose**

In this role you will work closely with the Head of Business Development in order to identify target contacts, from both new relationships and existing ones, and establish and develop these in line with the overall contact strategy.

You will also be involved in assisting team colleagues to support the planning of marketing events and initiatives.

Duties and responsibilities include:

- Actively seeking out new contact opportunities in a variety of ways, including email, telephone, and through social media
- Setting up meetings with potential new contacts in order to develop business relationships
- Maintaining relationships with existing contacts, tailoring communications in order to respond to their business priorities and identify new sales opportunities
- Undertaking independent research to identify prospective new contacts within the Partnership's target markets
- Developing and maintaining an understanding of Griffins' core business proposition and use this to promote the firm
- Developing and maintaining an understanding of Griffins' competitors and positioning within the market and use this to contribute towards the firm's strategic planning of business development activities
- Maintaining an understanding of the latest Insolvency industry developments
- Reporting to the Head of Business Development on a weekly/ monthly/ quarterly basis on the contact pipeline and attending Business Development meetings to update on progress.
- Supporting team colleagues in planning marketing events and other general marketing activities.

- Inputting contact data into the client management system (“CMS”). Assisting with ongoing maintenance of client data within the CMS in compliance with data protection requirements.
- Maintaining records of the pipeline of potential new contacts. Tracking the status and development of potential new relationships.
- Adhering to the firm’s policies including those relating to anti-money laundering, anti-bribery and corruption and data protection. Undertake any training required to ensure compliance with these policies/ procedures.
- Providing holiday cover for team colleagues.
- Assisting with specific project work as and when required.
- Providing administrative support to team colleagues.

Key skills / requirements for the role:

- Excellent written and verbal communication skills
- A confident and determined approach
- Resilience and the ability to cope with rejection
- Ability to work as a part of a team;
- Pro-active, self-starter with a can-do attitude;
- Experience in a sales/business development role in accountancy, insolvency, law or banking environment in a previous role would be advantageous.

Benefits of pursuing a career with Griffins:

- Competitive salary and benefits.
- Interesting and challenging tasks and projects.
- Opportunity to work with colleagues at all levels of the organisation and be recognised for your contribution.

*Griffins is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*

**To apply for this role, please send your latest CV to [recruitment@griffins.net](mailto:recruitment@griffins.net).**