



JOB SPECIFICATION

Job Title: Administrator to the Business Development Team
Reporting to: Business Development Team Manager
Basis: Full-Time

We are looking for enthusiastic, motivated individuals with good communication skills and a confident, engaging telephone manner. You will also need a working knowledge of MS Office applications.

This is a full-time role based at our office in central Reading.

Overall role objective:

To learn the processes and systems in our Business Development Department, with a view to joining our Business Development Team. As part of that team you would be required to initiate a client calling programme, identify potential acquirers and interest them in the opportunity of buying our client's business.

Key responsibilities:

Primary

- Verifying contact information on our CRM system
- Updating contact information
- Despatch and follow up of marketing documents and non-disclosure agreements
- Gather market responses from calling reports
- Record project notes on CRM system
- Assist with collation of project statistics
- General administration
- Approach prospective buyers and identify decision makers

Secondary

- When required, orchestrate event "welcome packs" and distribute reminders to delegates
- When required, undertake courtesy calls pre and post events

Key attributes:

- Professional and engaging telephone manner
- Excellent interpersonal/communication skills, both written and oral
- Well-organised and able to work to strict deadlines
- Effective team player
- Can take initiative when required
- Competent PC skills (e.g. Word, Powerpoint, Excel and Sage)
- Enthusiastic, positive and highly motivated
- Numerate