

Business Development Assistant – Part-time

South Wales, flexible working

About the job

You will help grow our new business pipeline, working closely with and supporting our Business Development Director, with the aim of increasing our sales.

The role will be a part-time contract position. We're looking for a commitment of 2 days a week (or 16 hours) that can be flexible if required, to include in person meetings in South Wales as agreed with the Business Development Director.

We are looking for professional and friendly candidates that meet the following criteria:

- Multi-tasker with excellent communication skills (written and verbal)
- Sales/client facing experience
- B2B sales lead generation support (prospecting, generating, qualifying, processing leads)
- CRM experience
- Upbeat attitude
- Strong attention to detail and high levels of accuracy
- Highly proficient in Excel
- Understanding of office management systems
- Administrative skills and experience
- Strong time management skills
- Problem-solving skills
- Prepared and responsive, willing to meet each challenge directly
- Confident dealing with all members of an organisation
- Works on own initiative without supervision

Job Responsibilities:

- Develop reports as requested
- Perform research as needed
- Data entry and updates to our CRM system
- Use of other software as required
- Work in a flexible manner
- Gain a good knowledge of the brand guidelines and ensure all client facing content abides by them
- Responding to new business enquiries

Contact: info@legaledge.co.uk