



Business Development Associate Job Description

We are looking for an ambitious and driven individual to join our growing business development team to help deliver multiple contracts for our private and economic development clients across the UK, Europe and the USA.

You will be responsible for helping to identify key opportunities for our clients across specific markets and industries, depending on the contracts you are assigned. You will be required to communicate and build relationships with key C-level executives to create genuine opportunities for our clients.

HMC has a track record in bringing FDI investors, such as Citi Group and Allen & Overy, into Northern Ireland, on behalf of one of our large clients. We have also helped US economic development agencies arrange trade visits to Ireland and further afield, while scheduling meeting programmes for our clients at some of the largest industry events in Europe- no day is ever the same at HMC!

We are looking for someone who has relevant experience in a corporate environment, and who is comfortable communicating, both verbally and written, with C-level executives. We need someone who is keen to learn, can conduct research independently and who has the eye for detail and determination to meet the contract requirements.

Essential Criteria:

- 6 months+ working in a corporate environment, preferably in sales or business development.
- Market research experience.
- Confident communicating with senior executives via phone and email.
- Good understanding of English both written and verbal.
- A valid UK work permit.
- Business qualification or degree in any subject.
- Proficient using Microsoft Word, Excel and Outlook.

Desirable Criteria:

- Fluent or at a professional level in additional languages.
- Experience using online market research platforms.
- Experience working with clients.
- Report writing for business use.
- Experience using a CRM system.

Remuneration & Benefits:

- £17,000 starting salary with annual increment based on performance.
- Eligible for annual £1,600 bonus based on performance.
- Medical and dental insurance, and pension contribution on completion of 1 years' service.
- Education fund on completion of 1 years' service.
- Extensive training programme relevant to the role, your future career and personal skills.
- Opportunity to work with charities and lead with CSR activities.
- Opportunities to develop yourself to help enhance your career.
- Belfast City Centre office location.



- Social events once a month with regular team away days and activities.

If you are interested in this role, please send an email to Alex Speers, with your CV attached, to careers@hmcglobal.co.uk.

Once we receive your CV, we request that all candidates complete an Equality Commission Monitoring Form, which we will send to you. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

We look forward to hearing from you!