



**Job Title:** Business Development Associate

**Responsible to:** Operations Manager

### **Who are we?**

We are an established and highly respected global team with a proven track record for bringing in Foreign Direct Investment (FDI) into regions across the world. We are proud to be responsible for investors such as Citi Group and Allen & Overy setting up bases in Northern Ireland.

Our philosophy is based on quality, understanding requirements and providing strategic bespoke marketing services and this sets us apart from our competitors.

Due to continued success and growth, we are looking for a Business Development Associate to join our Belfast based team.

### **What are we looking for?**

We are looking for ambitious and driven individuals to join our growing business development team to help deliver results for our clients across the UK, Europe and the USA.

We are looking for someone who has relevant experience and can work well within a team, and who is comfortable communicating, both verbally and in writing, with senior managers. We need someone who is keen to learn, can conduct research, can demonstrate strong analytical skills, who has an eye for detail and who will work consistently and with determination to meet the contract requirements.

### **What will you be doing?**

Working within your team, you will be responsible for helping to identify key opportunities for our clients across specific markets and industries, developing strong client relationships and proactively creating genuine opportunities for our clients.

### **What you will get**

Remuneration & Benefits:

- £17,000 p.a. starting salary, increasing to up to £18,000 p.a. upon satisfactory completion of probation period
- Eligibility for annual achievable £3,600 bonus based on performance, paid on a quarterly basis
- Medical and dental insurance on completion of 1 years' service
- Pension contribution
- Education fund on completion of 1 years' service
- Extensive training programme relevant to the role
- 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

Essential Criteria:

- 1 year of sales experience
- Experience of working within a team to achieve goals
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Experience in conducting company/ market research
- Strong analytical skills
- Excellent computer skills including Microsoft Word, Excel and Outlook
- Strong academic background with GCSE Maths and English (A\*-C)
- Eligibility to work in the UK
- Fluency in English (written and verbal)

Desirable Criteria:

- Degree or relevant third- level qualification (e.g. Marketing, Business, English, languages)
- Experience in B2B sales
- Report writing for business use
- Experience using a Customer Relationship Management (CRM) system
- Language skills (business level proficiency)

If you are interested in this role, please email your CV to our HR Consultants, Heads Together Consulting at [recruit@headstogether.com](mailto:recruit@headstogether.com).

HMC is an equal opportunities employer. Once we receive your CV, we request that all candidates complete an Equality Commission Monitoring Form, which we will send to you.

We look forward to hearing from you!