

BUSINESS DEVELOPMENT COORDINATOR (GAUTENG)

Date: 2 February 2023

We have a vacancy in the Marketing & Business Development team for a Business Development Coordinator.



Key areas of responsibility include:

- New business development
 - Source and assess tenders
 - Prepare and manage SBD forms, RFQs, pitches and tenders from start to finish
 - Update and maintain all pitch collateral
 - Update lawyer bios and proposal collateral with annual rankings and awards
 - Coordinate with other departments to ensure all supporting material remains up to date
 - General administration duties such as database updates and completing status reports
 - Research on an as-needed basis
- Client relationship management system support
 - Provide on-going support for InterAction, the firms CRM system, including:
 - Data steward tasks, system testing and troubleshooting
 - End-user training
 - Searches and reporting

Skills and qualifications:

- Marketing, Communications or Business Diploma or Degree.
- Minimum 1-2 years experience preferably in a business development/CRM capacity in a corporate/professional services environment
- Experience in a law firm advantageous

Competencies:

- Good command of the English language
- Strong organisational and administrative skills
- Strong team ethic
- Delivery orientated
- Attention to detail
- Ability to prioritize and deadline driven
- Ability to work under pressure
- Proactive
- Ability to operate professionally across all levels of the organisation

Should you wish to discuss your interest in this position please contact:

Jeanarie Norquoy: jnorquoy@werksmans.com / 011-535 8380

Closing Date: 9 February 2023