



Job Specification: Portfolio Manager

We are looking for an ambitious and experienced business developer to join the company in a managerial or mentorship level. In this role, you will be tasked with developing relationships with international blue-chip companies working to support the life science sector, alongside mentorship/management of junior team-members. You will have the opportunity to lead source, pitch and negotiate with key decision makers and to apply analysis & training to improve the team's output. Applicants would be expected to show a strong desire to succeed in account & team management and should be able to network and client-manage effectively.

Role Responsibilities:

- Responsibility for leading account development and new business generation across several annual campaigns
- Ownership for the targeted revenue on these campaigns, developing strategy and troubleshooting as required
- Lead cross-dept communications during campaign, driving positive client experience.
- Negotiation and networking with a range of international clients
- Mentorship and continual training/support of junior team members
- Performance analysis – reporting into directors
- Working with Portfolio Director to create & execute strategy plans
- On-site event management – assisting clients in the exhibition area, collecting feedback, and supporting the operations manager in all aspects of the event (international travel is required).
- Research and obtain new contacts both from lead sourcing and contact with clients.
- Opportunity to rapidly progress to senior manager/director level for the right candidate.

We are looking for someone with:

- 4 years' experience in a B2B sales role
- 1-2 years' experience in managerial or mentor level position
- Excellent communication and negotiation skills
- Confidence and an autonomous approach to their work
- A willingness to learn and contribute to the success of a team

Benefits of this role: You will receive a basic salary from £26-34k PA (DOE) & 20k+ OTE. To the right candidate we provide excellent remuneration, training, benefits and long-term career plan. Additional benefits include - gym membership, pension scheme, and regular social events.

Location: Our offices are located on the Botley Road, with shops/restaurants within walking distance and easy access into Oxford City Centre.

Company: For over 12 years, Oxford Global Conferences has produced cutting edge events and congresses for the Life Sciences Industry, annually bringing together over 3,000 industry leaders and solution providers at a senior level, creating the opportunity to partner, network and knowledge share.

What our staff say:

"Oxford Global has a great atmosphere to work in and there are many opportunities to progress. Being able to experience events around the world is a great perk to the job." – Henry, Delegate Sales Team Leader

Interested in joining the team? Email your CV and cover letter to careers@oxfordglobal.co.uk

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