



Job Specification: Business Development Coordinator

In this role, you will have the opportunity to build effective sales development campaigns and collaborate with international partners on potential service offerings. From researching targeted companies, to building relationships with key decision makers, this role provides a great opportunity for career development in a fast-growing company with potential to accelerate within the Business Development team. You will play a key role in both the team and company by ensuring we continue to grow through various marketing, sales and business development strategies.

Role Responsibilities:

- Understand clients' needs and educate potential partners on how our services can support them
- Research targeted companies using HubSpot, LinkedIn and Google Apps
- Profile strategic target accounts identifying key individuals, and obtaining business requirements
- Generate leads and build relationships by nurturing warm prospects and finding new sales outlets
- Collaborate with sales and marketing team members on strategic sales approach
- Perform lead qualification at the initial stages in the sales funnel
- Diligently update CRM and build effective sales development campaigns
- Set up meetings or calls between people of interest and the business development manager
- Report to the business development manager on KPIs, key accounts and activities on weekly basis

We are looking for someone with:

- 1 years' experience in inside sales or related sales experience (preferred)
- Strong written and verbal communication
- A creative approach to problem solving
- Positive attitude and demonstrated ability to deal with objections
- Ability to manage time effectively

Benefits of this role:

You will receive a basic salary from £23,000-25,000 PA + commission (£5,000+ expected for year 1). You also have the opportunity to attend and manage the events that you support. To the right candidate we provide excellent remuneration, training, benefits and a long-term career plan. Staff are also provided with annual appraisals, mental health support during our Time to Talk days and annual staff awards to recognise achievements. Additional benefits include - gym membership, flexible/home working opportunities, regular social events, increment of holiday during employment.

Location:

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

Company:

We are a global life science marketing company. We use in person and online activities to connect communities of senior level life science executives working within different research and application areas. For over 10 years, Oxford Global Conferences has produced cutting edge events and congresses for the Life Sciences Industry, annually bringing together thousands of industry leaders and solution providers, 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