

## Job Opportunities

Job Title	Business Development Associate
Job Reference	CRCTQBEBDA01

### Job Purpose

We are looking for an energetic business development associate to help drive our sales and grow the business. You will attract new clients and build solid relationships with them while maintaining existing relationships. Other duties will include market research, developing business strategies and pitches, managing a variety of projects, and identifying new business opportunities. You will work with various internal and external stakeholders.

### Key Responsibilities

- Willing to familiarise yourself with the company's vision and mission, seeking to accomplish set goals and objectives.
- Identifying potential clients and partners.
- Cultivating strong relationships with new clients/partners while maintaining existing client/partner relationships.
- Working closely with staff across departments to implement growth strategies.
- Developing and implementing sales strategies, client service and retention plans, and analysing sales data to inform or update marketing strategies.
- Assist with drafting business plans, sales pitches, presentations, reference material, and other documents as required.
- Ability to manage multiple projects concurrently and meet deadlines.
- Identify new business opportunities and partners.
- Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff, and clients.

You would be primarily working from home. However, you may need to attend the Cricketcube events from time to time. These events would be held at different locations across the North East, and it is not possible to identify them at this time. However, they would all be primarily in and around Newcastle, Sunderland and Durham. You may also need to attend client/partner meetings across the North East.

### Essential Skills, Experience and Qualifications

- Ability to handle multiple projects simultaneously and work under pressure.
- Strong organisation and project management skills.
- Proficient in Microsoft Office and relevant software.
- Bachelor's degree in business management, marketing, or related field preferred yet perfectly acceptable if you do not have it
- Prior work experience in business development or similar field preferred.
- Excellent written and verbal communication skills.

<b>Hours per week</b>	25
<b>Working pattern</b>	Monday to Friday 9 am to 2 pm  These timings are subject to change depending on the timing of events.
<b>Hourly rate of pay</b>	National Minimum Wage
<b>Contract</b>	Six months

## **Support Given to the Employees**

### *Helping You Manage Timekeeping and Attendance*

When you would be required to be at our events and meetings on time. We believe that the trust in an employee is paramount for their good performance and would trust you to keep with the timekeeping when you are working from home. You would be offered support by addressing their concerns and dealing with frequently cited barriers to punctuality and timekeeping.

### *Develop Teamwork and Communication Skills*

In this role, you would deal with different stakeholders, including the director of the company, external marketing company and internal marketing team, various clients and partners. We believe that the best way for the employee to learn teamwork and communication skills is through constant engagement in those areas. You would be given the responsibility to do this. However, support would be given in these regards with free masterclasses with organisations such as PNE and EY Accelerator delivered online if needed.

### *Training Given*

You would get training with all the aspects of the job, client/partner engagement, business development, content writing, customer communications, event management, liaison with collaborators.

### *Helping You Improve the Job Prospects*

Working in the role would help you work as a business development associate/lead and as part of the marketing and operational teams. We are focused on giving the employee actual hands-on experience and the independence to take ownership of their own decisions. As a company, we believe that this trust in employees and independence is fundamental for you when applying for any job.

## **Key Dates**

Last Date for Applications: 20/11/2021

Start Date: 01/12/2021

## **Application Details**

Send your CV to [aloshkjose@cricketqube.com](mailto:aloshkjose@cricketqube.com). There is no need to for a covering letter. If you have any questions, please email to us or call +44 7880861879.