Business Development Assistant
Job Description

Reporting to: Managing Partner

The key responsibility of the Business Development function within the firm is to create positive external awareness of the firm in our market place. To communicate with customers, suppliers and competitors; in doing so generate business opportunities and win more clients instructions for the Firm.

Main Responsibilities

The Business Development Assistant will be responsible for:

• Delivering the above service across all offices of Bridge McFarland Solicitors
• Supporting key personnel in the application of initiatives and strategies across the firm
• Providing comprehensive administrative support for the Business Development function

Key Tasks

1. Organise advertising in terms of drafting, placement and pricing for marketing and recruitment purposes.
2. To attend and coordinate networking events and exhibitions
3. To assist in the development and / or updating of all Business Development policies and procedures and to assist in implementation and monitoring of use.
4. Assist in the production of marketing material and be responsible for distribution.
5. Coordinating/developing the In house and external news letters.
6. Drafting presentations.
7. Maintaining and updating staff profiles and news on the Bridge McFarland website.
8. Monitoring the Business Development budget and actual costs.
9. Carry out research and project work as required
10. Accurately maintain and develop the Database of Client Surveys, Client Contacts and Business Contacts.
11. Produce and circulate monthly reports on key business development matters.
12. Attend at all offices as required.
13. Attend routine meetings when required to support the firm to achieve its business objectives.

(The job description covers the current range of duties and will be reviewed from time to time. Bridge McFarland reserves the right to change the job description if business requires it)
Person Specification

**Essential Skills**

- Able to demonstrate strong administrative and organisational skills
- Knowledge of current Business Development theory and practise
- Have proven IT skills and ability to adapt new technology (must be proficient in the use of Microsoft Office)
- Excellent communication skills including oral and written presentation skills
- Access to a car and full driving licence
- The ability to work with the minimum of supervision
- The ability to work under pressure and to tight deadlines
- Multitasking and prioritisation

**Desirable Skills**

- A Degree in Business Development or similar relevant subject.
- And/or relevant experience within a Business Development function
- Previous knowledge of/or working in the legal profession

**Personal Attributes**

- Self motivation to work independently and as part of a team
- Good interpersonal skills
- A positive approach to working under pressure in a busy environment
- Methodical approach to tasks and problem solving
- High degree of initiative with a “can do” attitude