



Job Description

Business Development Assistant

Reports to: Business Development Executive

Location: London (Shoreditch)

Hours: 8 hours per day (will vary depending on assigned region)
Typical working hours 09:30-17:30

Job Objectives: To research award-winning talent and exceptional work from the design, advertising and digital industries. Drive revenue within designated territory through telesales calling to promote and communicate benefits of D&AD's Award programmes and other company wide products.

Key responsibilities

- Data Validation - Clean all current data from the designated region, using CRM system Salesforce to ensure contact details are up to date and accurate.
- Research - Conduct research project by region / territory to identify award-winning talent and exceptional work from the design, advertising & digital industry. This will be achieved through online industry press and other award shows. You will populate the database of valid contact details ready for telesales calling.
- Drive new business entries revenue within designated territory through telesales calling to new target audience. At times you will be required to make 50 telesales calls per day to list of contacts on CRM database, which you will be familiar with. Develop rapport with your target audience and encourage them to enter.
- Sales – Drive new business sales across all D&AD products including, all awards programmes, Festival, Ceremony, Pencils and Membership.
- Membership – administrate company membership, inputting data once sales are complete, ensuring processes are adhered to.
- Account manage – be point of contact for regular entrants.
Promoting the D&AD brand and communicating the benefits of re entering.

Skills/experience

- Passionate about the creative, design and digital industries and awareness of the agencies and studios within the advertising, design, digital and production worlds
- Fluency in any of the languages relevant to assigned territory
- Confident and friendly telephone manner
- Good customer service skills
- Strong communication skills: objection handling and solving customer problems
- Speak and write English fluently
- Results driven and highly motivated
- Experience communicating with international audiences, using cultural sensitivity
- Experience working in an office environment
- Computer literate with experience of data input
- Excellent Internet research skills
- Solid IT skills and some previous database experience
- Proven ability to work under pressure and to tight deadlines with close attention to detail
- Self-motivated to meet daily, weekly and monthly targets

In order to comply with the Prevention of Illegal Working, Immigration, Asylum and Nationality Act, you will need to provide appropriate documentation that proves that you are eligible to work in the UK.

D&AD is committed to a policy of Equal Opportunity and Diversity. It is our commitment that no member of staff or job applicant will be treated less favourably on the grounds of their sex, marital or parental status, race, colour, nationality, religion, belief, disability, age, sexual orientation or gender reassignment.

