



Awards Business Development Assistant - £20k

Reports to: Business Development Executive (and Awards & Operations Director)
Location: London
Hours: Mon-Fri 09.30 – 17.30
Contract: May-August 2017 (initial 4 month contract)
Commission: 1.5% (applied to direct sales only)

Job Objectives: To drive revenue across a selection of D&AD Awards products by developing a new business pipeline, contacting leads, communicating benefits and closing sales. This role will namely focus on sales of D&AD Pencils.

Key responsibilities

- Working in conjunction with management to develop and deliver the sales plan and manage sales initiatives for D&AD products
- If necessary account manage and develop D&AD's most important customers, tailor integrated product packages to client requirements, be the primary point of contact when support or information is required
- Work across all teams and proactively identify potential sales opportunities, new business and routes to meeting revenue targets in relevant target markets.
- Ensure relevant materials used to support sales and promotions, meet the customers needs and remains current and fit for purpose
- Identify and prospect for potential new clients by cold calling, growing, maintaining and leveraging your network and turning this into increased business.
- Collate weekly pipeline and sales reports for management
- Use data intelligence to build on any opportunities to increase revenue
- Administrative support in the design of content if necessary
- Create and maintain healthy pipeline of Pencil sales opportunities
- Actively presume sales targets, regularly communicating feedback on pipeline and opportunities

Skills/experience

- A successful track record in working and meeting targets within business development, sales and marketing
- Experience of working with CRM systems, preferably Salesforce
- A team worker who has experience of working within a multi disciplined team in the achievement of a common goal
- Experience of delivering and communicating at a senior level internally and externally
- Excellent interpersonal, relationship-building, networking, persuasion, influencing and negotiating skills at all levels
- Results driven and highly motivated
- Strong commercial awareness and market knowledge
- Highly numerate
- Experience in developing a new business area or new product line.

Additional, preferred skills

- Passionate about the creative industries, particularly agencies and studios within the advertising, design, digital and production worlds