Job Description

# Business Development Assistant – Australia & New Zealand

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| Reports to: | Awards Director (and/or relevant market manager) |
| Salary: | £21,000 per annum/pro rata |
| Contract: | 15th October – 29th March 2019 – Part time |
| Working Hours: | 06:00am – 10:00am |
| Based: | London, Shoreditch |
| Commission: | 3% (applied to new direct sales) + Awards Incentive Scheme |
| Benefits: | Great list of benefits, see www.dandad.org/en/d-ad-careers/ |
| Application: | Please send your Cover Letter and CV in one document to donal.keenan@dandad.org, using 'Awards Assistant – ANZ' as the subject line for your email |
| Job Objectives: | The main objective of this role is to establish a dialogue with existing clients and new business leads with the aim to increase participation in D&AD Awards, Festival, Training and Membership. |

**Key responsibilities**

New Business

- Conduct research to identify award–winning talent and exceptional work from the design, advertising, tech and film industries and convert into new business leads
- Engage new business leads through calls and emails to increase participation in D&AD Awards, Festival, Training and Membership. Co-ordinate new business pipeline to ensure targets are met and participation and awareness has increased

Account Management - Business Retention

- Build working relations with D&AD key clients ensuring they are provided a holistic experience of D&AD year round touch points and opportunities for involvement
- Ensure key clients are given all relevant information regarding D&AD activities and all enquiries are answered whilst providing a personal experience
- Develop an understanding of the clients needs and develop D&AD packages to try and meet them

Sales

- Work with set targets to increase participation in D&AD Awards, attendance the D&AD Festival, ceremony and training events along with take up and purchase of D&AD Membership & Pencils
- Provide regular pipeline reports to management
- Build custom packages for clients where necessary
- Provide and collate client feedback where applicable

Data Management

- Ensure all relevant client activity and contact information is up to date and accurate in the D&AD CRM
- Ensure all client communications and next steps are recording using the D&AD CRM

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
- Confident and friendly telephone manner
- Experience in a sales role
- Good customer service skills
- Strong communication skills: objection handling and solving customer problems
- Excellent written and oral communication
- 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

Please note due to the number of applications we receive, we regret that you will not be contacted unless you are shortlisted for an interview. If you have not heard from us within three weeks of the closing date of your application you should assume that you have not been successful on this occasion.

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.