

Business development consultancy based in London is looking for a **French speaking Business Development Executive**. Our client helps SMEs launching their products and services in the UK and the role involves a mix of research, consultative sales, marketing and project management. The Business Development Executive will work closely with the director to assist on every aspect of the business.

This Business Development Executive role is an entry-level position and would suit a recent graduate.

ROLE:

Business Development:

- Creating and managing communication and marketing tools
- Writing propositions/bids,
- Identifying new opportunities and potential clients,
- Generating leads,
- Promoting the company at events and trade shows
- Liaising with partners and clients,
- Updating CRM.

Consultancy and Sales representation

- Carrying out market research on various sectors, provide analysis and synthesis,
- Creating and updating a prospects database,
- Generating leads (Phoning, emailing, LinkedIn, ...),
- Organising meetings and support during the meetings,
- Following up with potential clients, partners and distributors if needed,
- Writing reports in English or French including advices to clients on their sales and marketing strategy in the UK.

PROFILE:

- Fluent in English & French, any other language is valuable,
- Recent graduate in a business or with interest in business
- Ability to work on several projects at the same time,
- Computer and internet literate (Excel, Word, Power Point, Outlook, Linked In, Twitter),
- Knowledge of the British retail market is a plus,
- Good negotiation skills would be a plus
- Good interpersonal and communication skills,
- Positive attitude, plenty of initiative, attention to detail, autonomous,
- Ability to work in small team is very important

SALARY:

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£20k to £23k according to skills and experience