

International organisation based in Central London is looking for a **French speaking Business Development Executive**. This is a brand-new role to help drive membership development and recruitment of companies. It involves recruiting new members, cross-selling other services, and developing the business community. Working closely with the Head of Commercial, this role will involve interactions with the rest of team, particularly with the Relationships, Communications, Events and Business services teams.

**ROLE:**

- Sourcing and prospecting potential members in line with the commercial plan
- Developing the pipeline of new members opportunities, generate and qualify leads
- Discussing membership with potential members and pitch our services
- Identifying cross-selling opportunities to increase our revenue
- Arranging recruitment and onboarding communications including emails and documentation
- Updating and maintaining the CRM and membership database
- Attending networking events

**PROFILE:**

- Fluent French and English
- Business qualification or equivalent experience in sales
- Experience with international/multicultural environment
- Being sales-oriented, self-starter, enthusiastic, resilient and goal oriented
- Problem-solving, positive attitude and ability to work under pressure
- Ability to prioritise and deliver in a fast-changing environment
- Team spirit, willing to step in and help outside of core scope
- Outstanding interpersonal skills, comfortable interacting with people at all levels of seniority, whether by email, phone or face-to-face
- Excellent communication skills, both written and verbal
- Good organisational skills
- Good knowledge of basic IT tools (MS Office, Outlook, research on Internet, etc.)
- Previous experience of using a CRM

**SALARY & BENEFITS:**

- c£24,000 + performance-linked bonus
- Pension 4% after 3 months
- Private Medical Insurance and Income Protection Insurance after 3 months of service
- Holidays: 25 days per annum in addition to 3 days of holiday at Christmas