

Business development manger

Description

- The Business Development Specialist will work in editing/developing all marketing material including brochures, flyers, capability statements, proposals, etc.
- These tasks may also include design aspects. He/she will ensure that the edited/developed templates are saved, archived, and adopted by all members in the respective departments.
- He/she will also be responsible for communicating the progress of such material to management.
- The successful candidate must have excellent command of both written and spoken Arabic and English with extreme attention to detail and accuracy.
- We seek candidates who are able to work independently, perform well under pressing deadlines and are well-organized, goal-oriented, dedicated, reliable, and courteous in their inter-office dealings.
 - Conducted market research to improve the image of the firm and keep track of the work of competitors.
 - Gather information from lawyers for the submission.
 - Renew memberships in legal platforms that gather lawyers from all around the globe into a credible source that clients use to find lawyers using a country-based search engine.
 - Update flyers and capability statements that are regularly distributed amongst potential clients.
 - Constantly dealing with clients and following up on offers.
 - Drafted and amended proposals according to the specific requirements of each client.
 - Assisting the Managing Partner of the firm in following up with CEOs of multinational companies, ambassadors, governmental institutions, and ministries.
 - Kept track of the annual marketing budget and set KPI's that illustrate how expenses lead to high revenues.
 - Delegate tasks to marketing team such as creating content, designs, and marketing strategies.
 - Created content for all staff biographies, social media and website text, as well as drafting proposals.
 - Developed marketing campaigns on all social media platforms (LinkedIn, Facebook, Instagram, etc.)
 - Update all marketing materials such as quarterly newsletters, e-marketing blasts, firm profile, brochures, rollups, business cards, giveaways, etc.
 - Built good relations with suppliers and created a database for each item we need for events.
 - Planning events, integrated copywriting, pitched creative solutions, and presented daily reports.

Qualifications

- At least 5 years of proven work experience in Business Development

Hiring organization

Roots Management Consultants on
Behalf of Customer

Employment Type

Full-time

Job Location

Giza, El-Mohandseen

Date posted

2023 ,15 02/2023

- Languages: Arabic, fluent English, French