



An alternative career in finance

Business Development and Marketing Executive

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are smart, motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit aztecgroupp.co.uk/careers, email careers@aztecgroupp.co.uk or call us on +44 (0) 1534 834456.

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Job Description

Business Development and Marketing Executive

Reports to Senior Client Development Manager

The purpose of this position is to support the growth of the business through delivering a high level of administrative support to the Business Development and Marketing Team. The Business Development and Marketing Executive will work closely with the Business Development and Marketing team across all jurisdictions, supporting them with their everyday activities including Requests for Proposals (RFPs), CRM system management, conference logistics, data and document management, market research, direct market campaigns, presentations and meetings with prospective clients.

This role will involve the management and on-going maintenance of our CRM system and it is essential that the candidate has excellent attention to detail, a proactive approach and the ability to identify improved ways of working.

The candidate will need to collaborate extensively with colleagues and partners in other departments across the Group. There will also be an element of office management within the role, ensuring that visitors have a positive experience when visiting our London office.

Excellent organisational skills, time management and attention to detail will be key and the candidate will be expected to maintain and further develop a library of business development tools for a multi-product/multi-jurisdictional business, working closely with the team to achieve this.

Key responsibilities:

Business Development

- Supporting the Business Development Managers with:
 - Creation of request for proposals and pricing proposals
 - Market research and Marketing campaigns
 - Arranging events and meetings
 - Ad-hoc tasks and project work as requested
- Managing the enquires inbox
- Saving documents and organising Business Development resources within the data management system

CRM System

- Updating Salesforce with new contacts and Business Development and Marketing activity
- Maintenance of data
- Create and run reports to aid the Business Development team and the wider group with their Business Development activity
- Work with system stakeholders to identify and implement improvements

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Job Description

Business Development and Marketing Executive

Key responsibilities (continued):

Conferences and Events

- Research and contributing to event planning
- Arranging logistics related to conference attendance
- Setting up conference stands and events
- Working with the marketing team to ensure stock levels of brochureware and collateral are maintained

Office Management

- Office 'front of house' including setting up meeting rooms in advance of meetings, ensuring the office is set up and suitable for guests and answering the phone and door
- General office support including managing office supplies, liaising with contractors, managing access, records and petty cash

Skills, knowledge, expertise:

- Excellent organisation and time management skills
- Excellent attention to detail
- Computer literacy skills are essential, including excel, document management systems and outlook
- Analytical skills and the ability to interpret reports and data
- Experience of Salesforce would be highly beneficial
- Good interpersonal skills are required to develop close working relationships with colleagues, clients and third-party suppliers
- Relevant qualifications in marketing or finance are ideal, but not essential
- This role may require occasional travel to other Aztec Group offices

We will provide the training, both in-house for relevant technical knowledge and also professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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