

Marketing & Business Development Officer

On behalf of our client, a global professional services organization, we seek qualified applicants for the role of Marketing & Business Development Officer. The successful candidate will have a proven track record in business development, marketing, communications or relationship management and possess strong analytical skills. They will be responsible for servicing several lines of business and implementing marketing and business development plans and initiatives. The role will involve research and data analysis; project management; writing/editing of collateral material, press releases and articles; updating intranet, website and social media sites; event and sponsorship management; budgeting and ROI analysis. The successful candidate will also act as a brand champion and assist with branding projects and global initiatives. This is a dynamic and fast-paced business environment which requires a dedicated individual with proven experience managing multiple projects and conflicting priorities.

Skills & Abilities Required:

- Superior verbal and written communications skills
- Excellent relationship management skills with the ability to interact with all levels, including senior management
- Proven ability to influence and build collaborative relationships
- Strong project management skills with the ability to manage multiple projects and deadlines simultaneously
- Strong analytical and problem solving skills
- Highly detailed, organized with strong time management skills
- Strong commitment to client service and quality work
- Ability to work on their own and with team members, both local and virtually including regionally and globally
- A high level of maturity, professionalism, initiative and integrity

Qualifications & Experience:

- Bachelor's degree in business, marketing or communications is strongly preferred
- 6-12 years of experience in marketing, communications, business development and/or relationship management
- Proficient in Microsoft Office Suite
- Experience with CRM and content management systems an asset

Closing date for applications: November 17th 2014



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Submit a detailed
resume or schedule
a confidential
meeting:

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