



Job Description

Job title: Business Development Executive

Department: Business Development

Jurisdiction: Jersey

Purpose of the role

Providing proactive support to the Jersey Partners and lawyers in the implementation of the Ogier Business Development strategy.

Key Responsibilities

- Assisting with the development and implementation of the Jersey Business Development (BD) plans for the relevant service lines.
- Coordination of, and participation in regular planning and review meetings with each of the service line teams including innovative idea generation.
- Event planning, coordination and delivery (both locally and in London) including seminars, bespoke client events, corporate hospitality and conferences.
- Ensuring planned activity is budgeted, reviewed and monitored.
- Champion the best practice use of the firms InterAction CRM system.
- In conjunction with wider BD team and London Client Development Head input into the creation/ongoing development of effective targeting lists for each of the service lines using CRM system.
- Build own network of BD peers within Ogier target clients, intermediaries and local industry associations, memberships and networks, in support of the service line business development plans and service line team activity.
- Assist with the development of a comprehensive suite of collateral for Jersey legal service lines.
- Directory submissions - ensure delivery of Chambers, Legal 500 & ILFR directory submissions including reviewing and monitoring results.
- Proactively support jurisdiction key client / intermediary programme/activity.
- Support partners and associates in preparation of pitches and proposals.
- Support the group training function as required with the development and delivery of BD training modules.
- Support with the management and control of expenditure against budget with the service line teams and provide timely updates on progress.

Competencies

- Relevant qualification (CIM or equivalent)
- Previous professional services BD experience in an offshore jurisdiction – ideally in Jersey – preferable but not essential
- Ability to form and maintain effective working relationships within the Firm at all levels.
- Strong analytical and communication skills (verbal and written)
- Confident in meeting and networking with clients / intermediaries
- Positive, proactive “can-do” attitude
- Previous experience of using InterAction or similar CRM system
- Previous experience of using direct mail systems such as Concep and/or Vuture Vx.

Job description (cont.)

- Previous experience of using design software (such as Papirfly) for the production of branded collateral – preferable but not essential.

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com