

Business Development and Marketing Assistant

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Company: Tanqeeb

Location: Manama

Category: other-general

Business Development and Marketing Assistant

The Marketing & Business Development (BD) Assistant will report to the Middle East Offices Manager of BD and Marketing and providing support the regional team. The other key liaison relationships are with the wider Marketing & Business Development team and members of the firm.

The role of Marketing & BD Assistant is to assist with a variety of administrative tasks generated by members of the team, as well as supporting on key marketing projects.

The role is office-based.

Role and Responsibilities (this is a broad but not exhaustive list)• Support and promote use of the firm's CRM system, InterAction, to capture BD and relationship activities from the Middle East offices• Support the implementation of internal and external communications• Support the Business Development & Marketing Team as guardians of the firm's brand and corporate identity written style guide, including applying guidelines for its consistent application across branded materials produced inside and outside of the firm• Maintain and update content on the firm's website, especially relating to lawyer biographies, news and articles, events, and help with drafting and publishing firm news on all relevant channels• Support with coordinating photography and first draft/template biographies for

lawyers as well as updates• Assist with preparation of PPT presentations as required• Support with document preparation and editing for pitches and proposals as required• Assist with seminars, receptions, third party speaking engagements and events (e.g. invitations, mailing lists, RSVP and guest tracking, name badges, logistics and materials, meet and greet), updating web content, creating invites and mailing lists in coordination with London team members, etc• Liaise with suppliers to source merchandise/services to be used at/for the purpose events or for other marketing purposes such as ordering or printing materials• Process expenses as well as supplier invoices and follow up on payments, etc. • Monitor and maintain inventory and stocks of publications/materials• Assist the lawyers and BD team with the annual legal directory submissions and awards process including providing templates, filing, word processing and edits, and submissions online• Support with organising meetings and co-ordinate with office manager, receptionist and other secretarial/admin colleagues – e.g. booking meeting rooms, circulating teleconference numbers and printing/circulating documents for meetings, maintain holiday calendar, etc. • Support the department heads with diary management, meeting support and general administration• Support other colleagues during busy periods and absences with document support, and other administrative activities. • Undertake ad hoc research as required and liaise with library team in London as required

Person Specification • Excellent time management and organisational skills• Excellent written and verbal communication• Attention to detail for proofing• Ability to work well in a team and independently• Confidence and good personal presentation with good social skills• Computer literacy – competency in Microsoft Word, Excel and PowerPoint essential, CRM experience desirable• A flexible approach with regard to daily tasks and working hours• Ability to work under pressure and to tight deadlines

Competencies • Problem solving• Resilience• Communication• Critical Thinking• Integrity• Analytical

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