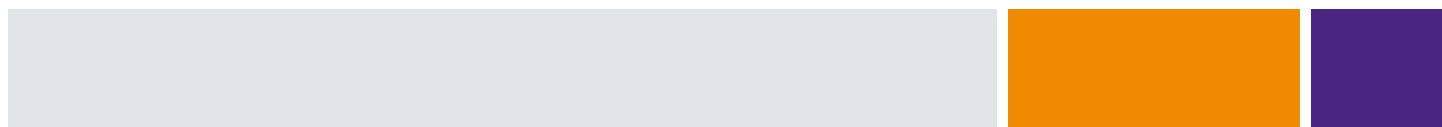


## JOB DESCRIPTION

### BUSINESS DEVELOPMENT ADMINISTRATOR

GENERAL INFORMATION			
<b>JOB TITLE:</b>	BD Administrator	<b>LOCATION:</b>	Triumph House, Oxford
<b>REPORTING TO:</b>	Business Development Director	<b>CONTRACT TYPE:</b>	Permanent <input checked="" type="checkbox"/> Interim <input type="checkbox"/>
<b>DEPARTMENT:</b>	Business Development	<b>HOURS:</b>	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>

ROLE DETAILS	
<b>PURPOSE OF ROLE:</b>	You will be joining a highly motivated team that is dedicated to building our business as a global player in healthcare transactions. Your role will include using a range of the latest marketing and Business Development (BD) methodologies to support our growth strategy and ensure our ultimate success.
<b>KEY RESPONSIBILITIES:</b>	<p><b>Client Outreach &amp; Events</b></p> <ul style="list-style-type: none"> <li>▪ Client outreach to identify, connect and arrange a range of business activities such as road shows, meetings and seminars etc.</li> <li>▪ Research, identify and register for industry events, and set up meetings via event partnering systems.</li> <li>▪ Research prospective clients and contacts to request and schedule appointments for events.</li> <li>▪ Support the Office Manager with booking flights and accommodation for events when needed.</li> </ul> <p><b>Data &amp; CRM Systems</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that records in the Dynamics CRM database are accurate and kept up to date.</li> <li>▪ Maintain the company project pipeline by entering client, meeting, and project information into the Dynamics CRM database.</li> <li>▪ Manage mailing lists in Mailchimp and ensure the CRM reflects any changes to clients who have opted out of receiving marketing materials.</li> <li>▪ Design and send mailers for conferences, content releases and other media using Mailchimp.</li> </ul> <p><b>Media Management</b></p> <ul style="list-style-type: none"> <li>▪ Manage the timeline for creation of our Termsheets, White Papers and other marketing collaterals.</li> <li>▪ Prepare and proofread marketing and BD collateral, including PowerPoint presentations, Information Memoranda, Termsheets, White Papers, press releases and project proposals.</li> <li>▪ Updating the company website and posting content.</li> <li>▪ Create posts on social media accounts with content using appropriate tags, images and shortened links, and respond to comments and posts as necessary.</li> </ul> <p><b>General Administration</b></p> <ul style="list-style-type: none"> <li>▪ Email management of personal and enquiries inboxes. Ensure mailboxes are regularly monitored and enquiries are forwarded and actioned promptly.</li> <li>▪ Support colleagues in scheduling meetings, adding details to the relevant calendars, drafting agendas, taking minutes and distributing actions.</li> <li>▪ Create monthly Business Development reports for Management Committee and Business Development meetings.</li> <li>▪ Use Hygger to monitor and update BD tasks and activities.</li> </ul>



## JOB DESCRIPTION

### BUSINESS DEVELOPMENT ADMINISTRATOR

	<ul style="list-style-type: none"><li>▪ Commission 'tombstone' artwork from typesetters ensuring adherence to the corporate brand.</li><li>▪ Other ad hoc duties as required by the Company from time to time.</li></ul>
<b>ESSENTIAL SKILLS:</b>	<ul style="list-style-type: none"><li>▪ Excellent written and verbal communication skills.</li><li>▪ Excellent attention to detail.</li><li>▪ Confident in researching and presenting information concisely.</li><li>▪ Good knowledge of Office Suite; Word, Excel, Outlook, SharePoint and PowerPoint.</li><li>▪ Familiarity with CRM systems, knowledge of Dynamics is desirable.</li><li>▪ Proven administration and office organisational skills.</li><li>▪ Excellent time management with ability to prioritise, meet deadlines and work accurately.</li></ul>

#### PERSON SPECIFICATION

<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>▪ Minimum GCSE level education.</li></ul>
<b>PERSONALITY:</b>	<ul style="list-style-type: none"><li>▪ Flexible and resilient team worker.</li><li>▪ Able to juggle conflicting priorities.</li></ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"><li>▪ Previous experience in a BD, marketing or sales environment desirable.</li><li>▪ Demonstratable office administration experience.</li></ul>

#### COMPANY DETAILS

<b>STANDARD BUSINESS HOURS:</b>	Monday to Thursday: 09:00-17:30 Friday: 09:00-17:00
<b>OFFICE ADDRESS:</b>	Triumph House, 1300 Parkway Court, John Smith Drive, Oxford, OX4 2JY
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>▪ Competitive starting salary.</li><li>▪ Private healthcare.</li><li>▪ Complimentary fruit.</li><li>▪ 24 days annual leave, increasing annually to a maximum of 27 days.</li><li>▪ Employee contributory pension; minimum 5% employee with 3% employer contribution.</li><li>▪ Monthly "Final Friday" social events.</li><li>▪ Twice yearly team social events offsite.</li></ul>

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Our services cover;

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- Valuation (for licensing, acquisitions, divestments, and expert testimonies);
- Licensing (In and out licencing);
- Market entry;
- Strategy (commercialisation, deal strategy, due diligence);
- Expert testimony (patent infringement, deal disagreements, taxation, determining damages).

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