JOB DESCRIPTION

BUSINESS DEVELOPMENT ADMINISTRATOR

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>BD Administrator</th>
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<tbody>
<tr>
<td>LOCATION:</td>
<td>Triumph House, Oxford</td>
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<tr>
<td>REPORTING TO:</td>
<td>Business Development Director</td>
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<tr>
<td>CONTRACT TYPE:</td>
<td>Permanent ☒ Interim ☐</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Business Development</td>
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<tr>
<td>HOURS:</td>
<td>Full Time ☒ Part Time ☐</td>
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ROLE DETAILS

PURPOSE OF ROLE: 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.

KEY RESPONSIBILITIES:

Client Outreach & Events
- Client outreach to identify, connect and arrange a range of business activities such as road shows, meetings and seminars etc.
- Research, identify and register for industry events, and set up meetings via event partnering systems.
- Research prospective clients and contacts to request and schedule appointments for events.
- Support the Office Manager with booking flights and accommodation for events when needed.

Data & CRM Systems
- Ensure that records in the Dynamics CRM database are accurate and kept up to date.
- Maintain the company project pipeline by entering client, meeting, and project information into the Dynamics CRM database.
- Manage mailing lists in Mailchimp and ensure the CRM reflects any changes to clients who have opted out of receiving marketing materials.
- Design and send mailers for conferences, content releases and other media using Mailchimp.

Media Management
- Manage the timeline for creation of our Termsheets, White Papers and other marketing collaterals.
- Prepare and proofread marketing and BD collateral, including PowerPoint presentations, Information Memoranda, Termsheets, White Papers, press releases and project proposals.
- Updating the company website and posting content.
- Create posts on social media accounts with content using appropriate tags, images and shortened links, and respond to comments and posts as necessary.

General Administration
- Email management of personal and enquiries inboxes. Ensure mailboxes are regularly monitored and enquiries are forwarded and actioned promptly.
- Support colleagues in scheduling meetings, adding details to the relevant calendars, drafting agendas, taking minutes and distributing actions.
- Create monthly Business Development reports for Management Committee and Business Development meetings.
- Use Hygger to monitor and update BD tasks and activities.
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BUSINESS DEVELOPMENT ADMINISTRATOR

- Commission ‘tombstone’ artwork from typesetters ensuring adherence to the corporate brand.
- Other ad hoc duties as required by the Company from time to time.

ESSENTIAL SKILLS:
- Excellent written and verbal communication skills.
- Excellent attention to detail.
- Confident in researching and presenting information concisely.
- Good knowledge of Office Suite; Word, Excel, Outlook, SharePoint and PowerPoint.
- Familiarity with CRM systems, knowledge of Dynamics is desirable.
- Proven administration and office organisational skills.
- Excellent time management with ability to prioritise, meet deadlines and work accurately.

PERSON SPECIFICATION

QUALIFICATIONS:
- Minimum GCSE level education.

PERSONALITY:
- Flexible and resilient team worker.
- Able to juggle conflicting priorities.

EXPERIENCE:
- Previous experience in a BD, marketing or sales environment desirable.
- Demonstratable office administration experience.

COMPANY DETAILS

STANDARD BUSINESS HOURS:
- Monday to Thursday: 09:00-17:30
- Friday: 09:00-17:00

OFFICE ADDRESS:
- Triumph House, 1300 Parkway Court, John Smith Drive, Oxford, OX4 2JY

BENEFITS:
- Competitive starting salary.
- Private healthcare.
- Complimentary fruit.
- 24 days annual leave, increasing annually to a maximum of 27 days.
- Employee contributory pension; minimum 5% employee with 3% employer contribution.
- Monthly “Final Friday” social events.
- Twice yearly team social events offsite.

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- 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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