United Arab Emirates Jobs Expertini®

BD & Marketing Executive

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Company: MENA Recruit Pty Ltd

Location: dubai

Category: other-general

This is a fantastic opportunity for a BD/Marketing Coordinator wishing to make the next move to Executive. We are seeking someone from an international law firm or professional services based in Dubai. You will drive the growth of the business and support lawyers with their marketing initiatives.

You will prepare and coordinate the delivery of multiple business pitches, with the guidance and mentorship of a manager. In support of these efforts, daily you will update practice group descriptions, attorney biographies, and lists of new client matter wins. You will also support client continuing legal education events, identifying and organizing all logistics related to the program (virtual and in-person, as possible). You will collaborate with relevant colleagues and stakeholders to identify and organise all program-specific needs to ensure an outstanding experience for our clients and a seamless delivery. In addition, you will support client entertainment events, as needed throughout the region.

You will receive mentorship from your direct manager and be a global coordinator/executive team member. In this forum, you will be supported on professional development topics and receive additional training. You will learn about our Firm, how they go to market and the technology platforms that support their work.

Additionally, you will support department initiatives and own projects in line with your strengths and passions.

QualificationsUniversity degree

Executives require 5+ years of experience in professional services; law firm experience is a plus.

Experience supporting business pitches or learning programs

Proficient in Microsoft Office (Outlook, Excel, Word PowerPoint)

Experience with CRM systems preferred

Attention to detail

Exceptional professional interpersonal skills; ability to interact with executives comfortably

Strong written communication skills

Strong project management and time management skills

Ability to work under pressure#J-18808-Ljbffr

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