



## **Marketing/Business Development Executive**

### **The person:**

The person we want should be calm under pressure and be able to juggle & prioritise their workload, be personable and confident, and not be afraid of being thrown in the deep end and working with some very unique personalities!

### **The role:**

Plan, coordinate and support the delivery of pitches and RFIs  
Plan and prepare presentations, whitepapers and marketing literature  
Maintain an opportunities log and track communications  
Follow up new business opportunities and set up meetings  
Research and build relationships with new clients.  
Communicate new product developments to prospective clients  
Write reports and provide management with feedback

### **Skills:**

Good business sense  
Good communication skills  
A positive attitude  
Negotiation skills  
Plenty of initiative  
A solid understanding of marketing principles

Our offices are situated in Haywards Heath next to the railway station.

The Changing Workplace is a vibrant innovative technology company that provides cutting edge software and services to blue chip companies. We develop, deliver and maintain web-based systems that report on the space, costs and assets associated with offices.

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