

“... Continues to demonstrate high standards in terms of training and developing its people and the ongoing coaching, mentoring and support which is offered to them”

Lexcel Assessment Report 2009



Business Development Executive

Norwich

About us

Steeles Law is a fresh, forward looking firm of solicitors in Norwich, London and Diss. We act for a diverse mix of individuals, corporate organisations, families, charities, local authorities and government departments in the UK and abroad. Our key specialisms are private client, employment, company commercial, property, public law, litigation and motorsports. We pride ourselves on balancing the needs of a professional and innovative organisation with the culture of being a great and creative place to work with a respect for the home lives of our people.

About the role

This is a new role and one which will give you the opportunity to thrive. You will be working as part of the marketing team, reporting to the Marketing Manager. Your role is to help the firm to grow new business from both our existing and potential clients. You will be required to work closely with all teams across the firm to achieve this.

You will primarily be responsible for:

1. Identifying, approaching and securing potential new clients
2. Proactive market research
3. Develop an understanding of key market issues in identified sectors
4. Assist in facilitating cross-marketing between teams.
5. Establish a relationship with potential new clients and introduce to them to the legal teams
6. Maintain and strengthen relationships with existing clients
7. Attend networking events and shows
8. Work with the marketing team on marketing activities to generate new business
9. Tenders, bids, pitches and presentations to help win new business.
10. Deal with new enquiries into the firm
11. Work with the Marketing Manager to provide added value to clients

About you

We are looking for someone who is educated to degree level or equivalent and has previous experience of working in a business development role and has an understanding of our business, including our regulations and our clients / potential clients. You will have excellent communication skills and influencing and presentation skills as well as being used to working in a high activity environment. You must be proactive, have good organisation and time management skills and be driven and self motivated.

How to apply

If you feel that you have what we are looking for and would like to find out more about or to apply for the role, please send your CV with covering letter (including your current salary) to Chloe Miller, Human Resources Officer at HR@steeleslaw.co.uk