

## Business Development & Marketing Officer

**Job Title:** Business Development & Marketing Officer

**Working For:** Risk Control

**Location:** Soho, London

**Salary:** Competitive, depends on experience

### About

Risk Control Limited is an entrepreneurial risk consultancy and software company working on highly topical regulatory, public policy and risk issues. Our clients include major public and private sector financial institutions, regulators and public authorities.

We are looking for a very bright, energetic and good humoured graduate to work on business development and marketing to expand our consulting business and software sales.

### What you will do:

- You will work very closely with senior staff to initiate and implement sales strategies.
- You also may use your excellent research and communication skills to participate in (a) running the office, (b) developing a communications strategy and (c) assisting in the management of client projects.
- You will maintain an awareness of developments within the sector, identify opportunities to tender and oversee the efficient generation of high quality bids.
- This diverse role offers potential for progression and could expand to include wider aspects of the business.

### The ideal candidate will be:

- Highly literate, have excellent written and spoken English and be comfortable drafting and proofing emails and reports
- Academically very strong with a bachelor's degree of 2.1 or better (in any discipline) from a leading university
- Precise and meticulous in their approach to work
- Able to think strategically with a strong commercial understanding and some knowledge of public institutions
- Highly proficient with MS Office Suite including Word, Excel and PowerPoint
- An excellent team player, willing, capable and highly professional
- Able to work in the UK (through visa or nationality)

The closing date of the application is 30th September 2016.

Interviews will be held on a rolling basis beginning immediately.

Please send your CV and a covering letter outlining how you meet the specification to [jobs@riskcontrollimited.com](mailto:jobs@riskcontrollimited.com)