



## JOB DESCRIPTION

### - MARKETING AND BUSINESS DEVELOPMENT MANAGER -

ACSV Legal is seeking a Head of Marketing and Business Development to support the Practice Manager with marketing and business development activities. We offer a competitive salary while allowing a reasonable work-life balance because we give people time with family and friends to enable our staff to re-charge their batteries. Become part of a great team with regular outside-office lunches and outings.

<b>Job Title:</b>	Marketing and Business Development Manager
<b>Reporting to:</b>	Practice Manager
<b>Working hours:</b>	Full-time position Monday to Friday (inclusive)
<b>Salary:</b>	Attractive salary and bonus (depending upon experience)
<b>Benefits include:</b>	Private medical insurance, parking allowances, 13 <sup>th</sup> month salary for 12 months of service (pro-rata)

#### Roles & Responsibilities:

- Take the lead in identifying marketing trends and key opportunities for innovation;
- Draft a marketing plan;
- Be in charge of digital marketing, including designing related material and posting on social media accounts and website;
- Create, format and edit marketing materials such as brochures and presentations, keep them up-to-date and propose new products;
- Maintain a marketing database;
- Prepare submissions for ranking directories, such as Legal500, Chambers&Partners, ILFR1000;
- Support the practice manager with editing legal updates and post them on the website and social media accounts;
- Collaborate with the practice manager to develop an effective marketing strategy; and
- Any other task as assigned.

#### The successful candidate should:

- Have a Bachelor's degree in marketing, business or related field;
- Have sales and marketing experience;
- Have effective written and verbal communication skills, in particular in English (native speaker level);
- Have a high level of attention to detail;
- Be able to work effectively within a team and independently;
- Have experience using computers for a variety of tasks;
- Understand the company product and brand;
- Have related job experience; and
- Have digital marketing experience.

#### In addition, the successful candidate will have the following attributes and competencies:

- Initiative-taking, pro-active, and discrete;
- Pleasant, tactful and approachable personality;
- Ability to work easily and effectively with a wide range of people;
- Excellent attention to detail, accuracy and quality;
- Strong time management and effective organisational skills;
- Strong interpersonal communication, including the ability to interact effectively with people of diverse cultures.

**ACSV Legal is committed to equality and diversity and welcomes applications from all sections of the community.**

You can contact us to discuss this role in more detail or apply immediately via [hr@acsvlegal.com](mailto:hr@acsvlegal.com).