

## Business Development Administrator

**We are looking for an experienced Business Development Administrator to join our Business Development team in London. The team are currently on a hybrid working arrangement with 2 / 3 days a week office working.**

The successful candidate will work within a small team reporting to the Business Development Administrative Lead, to provide a co-ordinated administrative function and support to the Business Development Team as well as the Investment Relations team.

If you are interested in applying for this role, please send your CV (together with details of current salary) to Niamh Dempsey, HR Director  
[niamh.dempsey@premiermiton.com](mailto:niamh.dempsey@premiermiton.com)

Premier Miton was formed in November 2019 from the merger of Premier Asset Management Group plc and Miton Group plc. Our merger has brought together the capabilities, expertise and knowledge of two highly regarded companies to create a new organisation that is even better placed to deliver the right outcomes for our clients.

Premier Miton focuses on two principal areas of investment expertise: outcome-based, multi-asset investment, and single-strategy, active equity investment, for example UK, European, US and global equity funds. The diversity, strength and depth of our product range allows us to offer portfolio solutions for a wide range of client needs.

Our business is centred on managing our clients' money. We aim to meet their needs by offering strong investment products and delivering sustainable long-term outcomes, underpinned by responsive client service and transparent, proactive communication.

## Principal Responsibilities / Deliverables

Responsibility	Associated Tasks / Deliverables
<b>CRM System</b>	<ul style="list-style-type: none"> <li>Update CRM system (Salesforce) with Business Development Manager / Consultants' Voicenotes and follow through on the agreed action points, such as sending post-meeting emails.</li> <li>Monitor Voicenotes and send reminder emails to ensure they are completed within deadlines.</li> <li>Update the CRM system with event attendee details from Salesforce campaigns within agreed timescales.</li> <li>Monitor the Salesforce Inbox &amp; maintain CRM system as required.</li> <li>Processing Connect registration forms on Salesforce</li> <li>Any other ad-hoc CRM requirements as and when required</li> </ul>
<b>Reports / Analysis / Information Requests</b>	<ul style="list-style-type: none"> <li>Use Financial Express Analytics to create performance, risk information and comparative information against key competitors on the range of Premier Miton funds.</li> <li>Deal with ad hoc fund / product information requests received from IFA's, Wealth Managers and retail clients;</li> <li>Assist in collating and distribution of Business Development meeting actions.</li> <li>Co-ordinate Private Client report requests.</li> <li>Produce weekly KPI, availability, proposal, winners and losers, new opportunity reports.</li> </ul>
<b>Support Business Development Team</b>	<ul style="list-style-type: none"> <li>Processing meeting follow-ups for the Business Development Managers;</li> <li>Collate all weekly and bi-annual Business development call planners</li> <li>Assist Business Development Managers and Marketing with mailshots;</li> <li>Liaise with meeting venues for Business Development Manager events.</li> <li>Process and log all Non-disclosure agreements.</li> <li>Monitor team outlook inboxes.</li> <li>Process Business Development team expenses via relevant systems.</li> <li>Manage and update campaigns via Salesforce end to end.</li> <li>Produce CPD certificates post events.</li> <li>Co-ordinate meetings schedules and appointment requests from Business Development team for fund manager attendance.</li> <li>Manage travel and accommodation arrangements and itineraries for Business Development Team as and when required.</li> <li>Process all non-monetary benefit forms as and when required.</li> <li>Prepare presentation and marketing material as and when required.</li> <li>Provide general support and any other ad hoc requirements to the Business Development Team, as required.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Attend internal meetings, as required;</li> <li>Assist the Business Development Director, UK Business Development Manager and Business Development Operations Manager with Projects, as required.</li> </ul>
<b>Conduct</b>	<ul style="list-style-type: none"> <li>Act with integrity.</li> <li>Act with due care, skill and diligence.</li> <li>Be open and co-operative with the FCA.</li> <li>Pay due regard to the interests of customers and treat them fairly.</li> <li>Observe proper standards of market conduct.</li> </ul>

## Education, Experience, Skills and Abilities, etc.

	Essential / Desirable
<b>Education / Qualification</b> <ul style="list-style-type: none"> <li>Relevant qualification (experience accepted in lieu)</li> </ul>	E
<b>Experience / Knowledge</b> <ul style="list-style-type: none"> <li>Experience of distribution in an asset management environment</li> <li>Experience of CRM systems</li> </ul>	D E
<b>Skills</b> <ul style="list-style-type: none"> <li>Ability to work on own initiative;</li> <li>Excellent organisation, prioritisation and time management skills;</li> <li>Excellent communication skills – both written and verbal;</li> <li>Strong diplomacy and networking skills;</li> <li>Highly proficient in Microsoft Office, particularly Excel</li> </ul>	E E E E
<b>Characteristics</b> <ul style="list-style-type: none"> <li>Ability to work under considerable pressure and adhere to strict timescales.</li> <li>Attention to Detail</li> </ul>	E E

## Other Information

Some travel required to attend relevant meetings or events, generally in the UK.