



Business Development Executive

Are you:

- Someone with previous experience, or a demonstrable interest in the education sector?
- Customer focused with commercial acumen
- An excellent listener and communicator with strong negotiation and presentation abilities?
- An individual with strong analysis skills, with the ability to identify trends and patterns in data?
- Comfortable working in a customer-facing, sales environment?
- A good team player with strong written and verbal communication skills?
- A holder of a bachelor's degree or higher?

Would you like to:

- Forge a career in a dynamic, progressive organisation by providing expert advice on international qualifications and skills?
- Be involved in identifying new business opportunities and supporting with the development of targeted service offerings and marketing campaigns?
- Contribute positively to the movement of students and professionals within the international education space?

...then we would like to hear from you.

Who we are and what we do:

Ecctis delivers a wide range of services, products and projects in the field of international education. We help make sense of international qualifications and support a range of clients including individuals, universities and colleges, awarding bodies and government ministries.

The work is varied, and the atmosphere is enthusiastic, collegial, and supportive. There are opportunities to develop specialisms and to lead research and training for countries and regions.

Ecctis Ltd is committed to fostering a culture of inclusivity and connectedness. The core of our work involves working internationally with individuals all over the globe with different backgrounds. In recruiting for our organisation, Ecctis Ltd is an Equal Opportunities Employer, and welcomes the unique contributions you can bring; therefore, we specifically welcome applicants of all backgrounds, regardless of race (including colour, nationality, and ethnic or national origin), sex or gender, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership, pregnancy and maternity, or disability.

The role:

As a Business Development Executive, you will utilise analysis skills to review our current membership base to determine market requirements through effective customer segmentation, and support with the development of targeted service offerings. The role will have a focus on both account management as well as new business generation. The role will have an additional focus of supporting the processing and delivery of the Membership Service, ensuring SLAs are met, and handling complex evaluation queries to a high-quality standard, providing an excellent service to all our members.

The ideal candidate will play a role in representing the company to existing and prospective customers, so feeling confident in discussing Ecctis' services as well feeling comfortable having commercially driven conversations is essential. Ideally you will possess excellent active and empathetic listening skills, committed to finding the best solutions for existing and prospective customers. The ideal candidate will be curious about our customers, determined to understand their needs to best match them with our range of services. You will possess excellent analytical skills to track trends and requirements of clients, and will possess excellent communication skills in all modes of communication (e.g. interpersonal, verbal, written). You will feel confident presenting to external audiences and will be system savvy with MS Office packages as well as internal databases and systems.



Office Location: Cheltenham, Gloucestershire, UK
Working Hours: Monday to Friday, 08:30/09:00am to 17:00/17:30pm
Contract Type: Permanent
Salary: £27,500 to £28,000 per annum DOE

Benefits:

- 25 days annual leave plus bank holidays, as well as an additional day off given between Christmas and New Year
- Eligible for performance related Sales Incentive, paid monthly and has been consistently achieved by peer colleagues
- Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service)
- Life assurance of 3 x basic salary for members of the pension scheme
- Bupa Private Health Care Scheme with employee contribution
- Enhanced maternity pay with years of service.
- Employee Assistance Programme
- Annual discretionary performance-related bonus scheme (Pro-rata for part-time employees)
- Cycle to Work Scheme
- Swapping of 3 bank holidays (Good Friday, Early May Bank Holiday, August Bank Holiday) to be taken on a cultural or religious date of significance
- Extra day of annual leave with 5 years' service (pro-rata for part-time workers)
- Employee Ownership Trust:
 - As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held 'in-trust' by the Trust's Board of Directors.
 - The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
 - Eligible employees: Employees must be employed for 6 months before being an eligible beneficiary of the Trust.

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Email your CV and Cover Letter to recruitment@ecctis.com