

Join our team



Business Development Assistant

What we do

We make life easier for our customers and help them to get the most out of their business data. We care about what we do and know we can help them to develop and grow their business.

We work with customers of all sizes and from all industries, helping them to deliver financial reporting, business analytics, planning and performance management solutions using IBM Cognos software.

We supply software licenses on behalf of IBM, and we deliver the highest-quality consultancy services, training, project management and technical support.

Working for Aramar

We value our people's ability, diversity and creativity and this ethos underpins the culture of our business. We have worked to establish a range of benefits for our employees that are designed to promote a positive and inclusive environment and a healthy work life balance.

The role

This is a truly excellent opportunity, perfect for a highly motivated and flexible individual with a strong customer facing background, great relationship building skills and a desire to move into a selling role. The Business Development Assistant will be responsible for generating and nurturing sales opportunities for Aramar's services and software licence sales.

Candidates must have excellent written and verbal communication skills. High level of accuracy and attention to detail is essential, as is a friendly and professional telephone manner. The role will require candidates to be highly organised, with good business English and math's skills as well as experience of working with Microsoft Office.

Key responsibilities of the role

- High level of knowledge around all the solutions and services Aramar offer
- Growing business relationships with key IBM individuals through networking and attendance at events and seminars
- Speaking to existing clients and selling/upselling additional services.
- Researching the industry and proactively reaching out to new clients to drive sales forward.
- Qualifying and nurturing sales opportunities, entering in to sales pipeline and CRM
- Preparing quotes and proposals
- Running telephone sales campaigns and calling target prospects
- Following up web leads & online assessments
- Arranging sales meetings/calls after initial contact and 'second calls' alongside a Practice Lead
- Audience generation for seminars and events and following up attendees and registrations
- Regular internal reporting to the Business Development and Engagement Managers
- Working with Marketing Manager to ensure there are sufficient and appropriate 'sales assets'

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Requirements of the job

- Excellent interpersonal skills and telephone manner
- Ability to achieve targets and meet deadlines
- Demonstrable commercial awareness and negotiation skills
- Excellent written and communication skills
- Interpersonal skills for working in cross-functional teams
- Comfortable presenting & talking to board-level
- Focus and self-discipline to work independently
- Previous experience of a customer facing role
- Basic understanding of IT environments
- Valid UK Driving licence

Location

Based in Ipswich, Suffolk, at our Head office.

Hours

37.5 Hours per week

For further information and a confidential discussion please contact Vicky Stonham:

vicky.stonham@aramar.co.uk

Equal Opportunities

Aramar is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Data Protection

For information about how your personal data will be used, please read our Job Applicants privacy notice which can be found [here](#).