



## Job offer: Business Development & Marketing Coordinator (m/f/d)

*Hamburg (Germany)*

**Contribute to growing sales and leads in existing business and establishing new business efforts in climate and sustainability consulting.**

Perspectives Climate Group is a boutique consulting firm specialised in climate and sustainability advice. We are currently seeking a **smart, motivated and flexible coordinator** with a strong passion to expand current and build new business.

### We offer you...

...an exciting possibility to help us grow our international climate policy consulting services and shape new ones. You will get the opportunity to be part of a growing team, directly influencing the company's marketing, sales and future business. You will be working hand in hand with our business development and marketing executive and bring in what it takes to **increase our visibility in the market, win contracts and reach prospect clients**. You will combine your communication skills, creativity and enthusiasm for winning contracts, with our vision and mission and enable expansion of our purposeful services.

### Your tasks

- Support daily tasks in business development and marketing;
- Prepare proposals and pitch decks;
- Coordinate our research and analysis of ongoing tenders;
- Coordinate our outreach events (e.g. presence at conferences and fairs);
- Regularly update of website content;
- Research and develop statistics and analysis on companies, markets and competitors;
- Support with general administrative tasks.

### Your profile

- **Commercial training or Bachelor completed;**
- Working knowledge in business development, ideally in consulting or other service sector;
- Highly organized and detail oriented (attention to detail and follow-through skills are a must);
- Outstanding client service skills;
- Excellent written and verbal communication and presentation deck skills;
- Ability to deal with ad-hoc requests in limited time and under pressure;
- Enjoy working autonomously as well as within an international team and to proactively communicate with colleagues;
- Proficient user of Microsoft Excel, Power Point, Word and InDesign (or similar);
- **Working proficiency in English and German is a must;** French and/ or Spanish writing and speaking skills are considered a plus;
- An **EU work permit** is a **prerequisite**.

### Framework conditions

Full or part-time position.

Start date is planned for 1<sup>st</sup> March 2020. Deviating timelines can be discussed in the job interview.

Competitive salary based on qualification and experience.



*Applications closing date: 31<sup>st</sup> January 2020*

## Applications

If you are interested in this position and want to work in a flexible work environment, with a young and dynamic team and a lot of space for your own ideas, please send your full application documents in English and in **one** PDF to Ms. Hanna Jenne at: [jenne@perspectives.cc](mailto:jenne@perspectives.cc).