

BUSINESS DEVELOPMENT INTERN 2022-2023

Keyfort is a well-established IT Engineering company providing network & IT, VoIP telephony and cyber security services to corporate, SME, education and not for profit clients. The Business Development Intern role, based in the Bournemouth office, comprises supporting the Business Development function in identifying sales leads, pitching services to new and existing clients, maintaining good working relationships with contacts and writing and progressing articles for marketing and public relations. The Business Development Intern role revolves around good communication and methodical follow-up. Training will be given. You will report to the Managing Director.

Key responsibilities are:

- Following up new business opportunities and setting up meetings for Business Development.
- Lead generation via multiple marketing channels.
- Assisting with planning and delivering presentations at seminars to prospective clients and partners.
- Creation of marketing material (including digital).
- Liaising with business partners and customers.
- Work with the website to maximise the impact of Keyfort's online presence.
- To achieve frequent, timely and positive media coverage across all available marketing channels.
- Communicating new service developments to clients.
- Creative input with regards effective customer engagement.
- Attending business networking meetings to further promote brand awareness.

This is an opportunity to raise the profile of a well-established organisation and assist in presenting the company in an effective and innovative manner to B2B clients for business generation purposes, whether assisting with pitch/quote documents or key account management. The successful candidate will be responsible for; first draft pitch/quote documents; tracking and managing pitch/quote outcomes, and ensuring all materials meet corporate guidelines.

Qualifications and Experience:

The successful candidate will be a pro-active, creative and organised individual, with good attention to detail. You must have excellent communication skills and have the ability to multi-task. You will be enthusiastic, flexible and keen to put your first two years of business degree experience to good purpose and this internship placement will provide you with real world business experience for your subsequent studies and work.

This is an opportunity to play a visible and active part within a multi skilled professional team and to contribute to the success thereof.

Hours of work: 9 am to 5.30 pm Monday to Friday during Summer 2022 and part time thereafter during term time. Travel may be required to see clients/partners.

Start date and part time arrangements: negotiable.

Salary: £17,905 per annum pro rata

Applications including first year results to: Roy Clayton – Managing Director
Keyfort Ltd, 6 Stratfield Saye, 20-22 Wellington Road, Bournemouth. BH8 8JN

Email: bizdev@keyfort.co.uk

Tel: 0844 801 4580

Interviews will be held in Bournemouth