



Business Development and Sales Assistant

The European Financial Management Consulting (EFMC) is an EU Fund management advisory firm specialised primarily in the financial management of European Union Research & Innovation projects specifically FP7, H2020 & Horizon Europe but also other EU funded programmes. It has been seeing its activities steadily growing since its inception in 2014.

EFMC is today actively recruiting a **Business Development and Sales Assistant** based in **Tallinn – Estonia**.

Our clients are Universities, SMEs, public and private research centres, and foundations, non – profit organisations from all over Europe.

Our market is a quickly expanding niche market that is secured by the steady increase in demand for EU funds and the expertise and curriculum of our senior executives.

EFMC is therefore upgrading its business development team to ensure that it captures its full potential on this emerging volume segment of the financial management industry.

Job Description

Under the direct supervision of the Commercial Director, you will be in charge of:

RESEARCH

- Market and Client Research:
 - Identifying potential new customers via contacts and research
 - Identifying new niches and business channels for EFMC
 - Updating our CRM and email databases
 - Improving our pipeline of new customers

INTERACT

- Client Interaction (electronic & phone):
 - Interacting with clients' demands and sales through various angles (email, Chatbots, phone, social media)
 - Quickly but accurately identify specific client issues with EU grants management and be capable to effectively communicate the issues to the senior executive team and respond to the client

ENGAGE

- Direct Client Engagement:
 - Engage clients (email, phone, chat) that have been identified as potential clients and convert them into real clients
 - Participating to the organization of events and conferences
 - Actively interacting and identifying potential customers on site and engaging with them toward addressing their issues and converting them into clients
 - Tracing and following on client issues and reporting to the senior analysis team

Profile

Your personality is your key to this position:

- Open to the variations of business culture.
- Reliable and independent: Flexible solution-oriented, organised, rigorous and proactive, with versatile talents as well as strong ethical values, you have the ability to adapt and evolve in your approach to work,
- Excellent communicator,
- Analytical, mindful, curious and solution-oriented: You are curious about technical issues faced by our clients and sometimes our team,
- You are not afraid to engage people: Either by email, on the phone or walking down the alley of a conference facility, but you are not a stalker, you do that in style,
- As creating a positive and engaging atmosphere within the company when working is of the utmost importance, excellent integration and networking skills are also mandatory,

Previous training and experience that make the difference in the line of fire:

- You are a graduate student or finishing your undergraduate work
- You have an internship convention with your school
- You are a EU citizen
- You are absolutely fluent in English,
- You are absolutely fluent in at least one other official European language,
- You are independent, diligent, loyal, reliable and on time. You understand the high ethic business EFMC is involved with.
- You are familiar with research online and ways to organize and retrieve information,
- You already have a genuine interest and curiosity in areas such as Marketing, Sales, Scientific research, Finance, Business accelerators and Startup growth,

Important:

EFMC internship program traditionally **offers** successful candidates **to be hired on a permanent contract upon successful completion of their internship**. We therefore give priority to internship candidates that have an interest to pursue a career with us upon completion of their internship.

Application:

Your applications (in English) includes: Your CV + a cover letter .

Your application must be sent to us before: 21/05/2021

We will contact only suitable candidates after all applications have been reviewed.
Your application must be sent by email to rdevivans@hotmail.com

If you have additional questions, please send an email: Calls will not be answered.

Starting date: ASAP