



IMPACT

# Junior Business Development / Project Administrator

REMOTE/HYBRID WORK





## Junior Business Development / Project Administrator

### Are you looking for an exciting and diverse role in Business Development?

**Who we are** Impact is a multi-award winning, global company committed to transforming the quality and effectiveness of leadership in organisations.

Since 1980 we have been working with the world's largest companies and brands to transform leadership into action and positively change the way people collaborate and thrive. Our methodologies are learner-centred experiences that are action-oriented and support leaders' development.

With 17 offices worldwide, our clients rely on our ability to deliver scalable global solutions, nuanced for their local markets, efficiently and at pace.

**What we are looking for** We are looking for ambitious and talented person who will join our team in Poland for the position of:

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### Role description

70% Business Development:

- supporting Sales team in managing incoming inquiries,
- basic need analysis,
- lead qualification,
- writing and/or formatting proposals in Polish and English,
- updating CRM
- expected growth in the area of building relations with clients and prospecting leads

30% Project Management & Administration:

- supporting delivery team in creating beautifully designed presentations and handouts,
- managing projects schedules and trainers' calendars,
- working on platforms supporting virtual delivery, e.g. MsTeams, Mural, Menti, Spatial chat.



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### What we offer:

- Thorough onboarding process that will prepare you for the role
- Working tools – Macbook, iPhone
- Private medical care in Enel-med
- Contract of employment
- On top this role is an opportunity to:
  - ✓ join friendly culture with British roots,
  - ✓ attend regular team development meetings,
  - ✓ make the best use of your talents – we constantly adjust our structure to people's developmental goals, we have a tailored induction process and lots of opportunities (internally as part of the Impact academy or externally) to learn, develop and progress in your career,
  - ✓ work with people from all around the world.

### Here's some stuff we'd like you to be brilliant at:

- Team player – relationships are at the heart of how we work globally
- Proactive sales
- Excellent written and verbal communication skills – you will be liaising with internal and external stakeholders
- Fluent communication in English
- Entrepreneurial thinking – we're all about ownership and proactiveness
- Good initiative and ability to deal with ambiguity – asking the right questions, anticipating needs and being resourceful
- Tight deadlines under pressure
- Great organisational and time management + remote working capacity
- Creative and high-quality production of documents (experience in using MS Office)
- Flexible and comfortable with ongoing change and development of the role as it continues to evolve in the digital space
- \* BA/MA Degree in Economics, Management, HR or related fields as a plus!



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### Here's some stuff we're brilliant at:

- Celebrating successes – no matter how great or small
- Caring for each other – we always have each other's backs
- Finding opportunities to support our local communities around the world
- Adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

## Would you like to join our team?

We'd love to hear from you if you like the sound of us and you think we'll like the sound of you! Send us your CV and short paragraph about why the role appeals to you and the skills you would bring to: [Monika.Jamorska@impactinternational.com](mailto:Monika.Jamorska@impactinternational.com).

Thank you!

