



Job Profile: Team Executive

Reports to: Managing Directors and working closely with other key members of the team.

Location: Hybrid. Blend of working from home and central London. Some national travel may be required.

About us

b2b is a specialist agency working with leading trade associations, professional bodies, NGO's and world-renowned brands.

We are the commercial agency and consultancy of choice for the membership sector.

b2b is also the parent company of two other organisations

1. A groundbreaking, innovative growing not-for-profit - [Climate Action for Associations](#) (CAFA)
2. A boutique sports sponsorship sales agency - [B2.Media Ltd.](#)

2023-2025 will see the execution of b2b's growth strategy to extend our reach, influence, revenue, and impact.

Your role

You will assist b2b in the successful operational and administrative day-to-day running of the company.

You will have a specific focus on supporting our partnerships team to deliver sponsorships and partnerships for our clients.

This is a fantastic opportunity for an **ambitious**, enterprising **graduate or early career** professional who is looking for increased responsibility in client management as your next career move. Most of our previous team execs have been trained into specific areas of the business and promoted into senior roles.

You will be responsible for....

1. The day-to-day co-ordination of a small team, with particular focus on supporting b2b's award winning sponsorship and partnerships team. This will include:
 - Administrative support, including diary management, scheduling meetings, and making team arrangements as required.
 - Operational support
 - Client delivery support
 - Market research support

2. Help co-ordinate the team, particularly around flexible working arrangements and requirements.
3. Provide sales support such as undertaking market research and identifying contacts and companies which match up with our current sponsorship opportunities.
4. Collating timesheets and helping with invoicing
5. Maintain b2b's CRM system.
6. Website management support
7. Content curation and content management support
8. Help activate parts of b2b's marketing plans
9. Liaise with suppliers as required
10. Support with procurement as required
11. Support in the organisation and running of events

On the job training will be provided where specialist approach is required.

Knowledge, Qualifications and Experience

The Essentials: You will possess

1. Previous assistant, executive or administration experience, 1 – 2 yrs
2. Excellent written and verbal communication skills.
3. A proven level of project management experience
4. Evidence of relationship management experience
5. Strong digital skills
6. Experience working with Microsoft 365 programmes, including Word, PPT, Excel, Outlook and Adobe
7. Experience with working in a team environment.
8. Ability to co-ordinate and manage others

Competencies

Knowledge

- Organisation and time management
- Team co-ordination
- IT / digital skills
- Planning and processes.

Attitudes

- Positive/can do attitude
- Strong work ethic
- Problem solver
- Team player
- Approachable and conscientious
- Desire to get involved, muck in and support the growth of SME
- Healthy and positive approach to life.

Skills

- Good interpersonal skills
- Good written skills
- Attention to detail
- Teamwork
- Ability to multi-task
- Self-starter
- Digital and IT

Habits

- Punctual
- Organised
- Smart appearance
- Ability to make things happen (self-starter)
- Positive
- Focused on personal health and wellbeing

Characteristics

- Approachable with excellent interpersonal skills
- The ability to be flexible and multi-task.
- Ability to work autonomously, flexibly and strategically
- The ability to forward plan and adapt changing client situations.

Note: This job profile is aimed at describing the core output that should be achieved in this role. It is not intended to include specific tasks, temporary activities, or projects.

This generic approach in writing overall purpose and accountabilities supports focus on key outputs and flexibility in a changing context. Specific results to deliver each year in your role based on your job profile are listed in your individual objectives.

The job holder is required to demonstrate appropriate levels of competence and behaviours against our values. b2b values are - sustainable, innovative, collaborative, transparent, creative and bold.

Structure

FTE Annual Salary Range: Range £20,500 - £23,000 per annum based on experience

Plus, Annual Performance Related Bonus

Position in Business: This role is an important expansion of our growing team and high performance of this role is critical to business success. There is scope across the business for progress and developing expertise in the various parts of b2b's business, including sales, partnership development, client management, consulting or business development.

Candidates will be driven and committed to the purpose and growth goals of the business.



Apply Now

Interested in applying, please send your CV and a short email stating why you're a perfect fit for the role to info@b2bpartnerships.org

We are recruiting several roles at the same time so please reference **Team Executive Application** within your email subject line.

Applications for this role will close Friday 13 January.