

IntaForensics a **BS EN ISO 9001:2008** and **EN ISO 27001:2005** accredited company with its Head office based in Nuneaton, Warwickshire, and developing offices in Leeds and London, provides independent Expert Witness, Computer and Mobile Phone Forensics to the Legal Sector, Police Forces, Local Authorities and Commercial Organisations Internationally. As part of our continued growth we welcome candidates for the following position:

**Job title** – Business Development Manager (Sales & Marketing) (£30k + Commission + Car + Benefits) (Office Based)

### **Key responsibilities**

The main purpose of this position is a new business and account management role to maximise revenues from large and mid tier legal and corporate accounts. The role involves promoting the company's Computer Forensic services as well as identifying other opportunities.

- Proven track record of exceeding sales targets
- Professionally promote the company's Computer Forensic service options and Software products
- Using established lead generation methods, and developing and implementing new prospecting methods
- Generate and close new business opportunities in order to achieve revenue goals
- Management of customer expectations and ensuring that the highest level of service is provided
- Develop, meaningful and commercial relationships at all levels
- Formulate PQQ, RFQ and Tender responses
- Ensure that all account information is accurately entered into the business systems and records are maintained
- Manage workload and duties efficiently through effective use of time
- Attend industry exhibitions, conferences, seminars and networking events
- Manage Marketing Campaigns
- Website Content and SEO management

### **Skills and experience required**

Any prospective candidate must have the following qualifications:

- Strong educational background is preferred
- Related experience and/or training preferred
- Strong aptitude and experience in technology related sales or with exposure to computer forensics environment
- Direct experience or understanding of computer systems and forensic tools would be distinct advantage
- Experience of account management preferred
- Ability to sell at all levels
- Professional approach and excellent telephone manner is essential
- Effective communicator, presenter and relationship builder with excellent organisational skills
- Ability to write accurate and concise reports, business correspondence
- Strong attention to detail and analytical skills
- Must excellent IT skill and have some technical knowledge
- Excellent written and verbal English is essential
- A positive attitude, determination to succeed and commitment to teamwork are essential

### **Security Clearance**

Due to the nature of the role applicants will be required to be security vetted, therefore applicants must be currently resident in the UK and have been so for at least 3 years

### **How to apply**

Please apply in writing including a current CV and covering letter, detailing what you can bring to IntaForensics if given this unique opportunity, to Katherine Frowen, HR Manager [hr@intaforensics.com](mailto:hr@intaforensics.com)