

## Business Development Executive

Applications are invited by the Dubai office of MaplesFS for the position of

### Business Development Executive

This position will report to both the Regional Head of Fund and Fiduciary Services, and will provide client relationship management and business development support to the regional team.

The Business Development Executive will; conducting research and analysis on existing and potential clients, competitors and new markets, work with the Marketing and Public Relations team to develop effective marketing campaigns and collateral to support business development initiatives. He/she will be required to maintain a repository for client pitches/RFPs and assist with the preparation of the same for new business opportunities. The successful candidate will track opportunities and leads in the sales funnel and maintain and update all relevant target lists within the firm's CRM system.

He/she will coordinate marketing trips and participation at conferences, seminars and events for senior management as well as prepare and manage marketing plans and budgets.

The successful candidate will be required to; liaise with staff in other offices to ensure that there is consistency and coordination of all business development efforts and provide General administrative support.

Applicants should possess a Bachelor's degree in Marketing, Communications or a related field and have a minimum of 3 years experience within a Business Development or Marketing team in a financial services firm.

The successful candidate must possess excellent project and time management skills and be highly proficient in MS applications, including Microsoft Word, Excel and PowerPoint. Experience using CRM systems such as InterAction or similar would be an asset.

We offer a supportive environment, structured on a team basis and sophisticated infrastructure and systems. Benefits include health insurance and pension plan. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CVs, to [careers.mea@maplesfs.com](mailto:careers.mea@maplesfs.com) quoting reference: Dubai - Business Development Executive.

MaplesFS, through its divisions Maples Fiduciary, Maples Fund Services and Maples Private Client Services, is an independent global provider of specialised fiduciary, fund administration, entity formation and management, insurance and trust and private client services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.