

STEWARTS

Job description

Job title:	Business Development Assistant
Reporting to:	Director of Business Development
Department:	Business Development
Location:	London
Purpose of role:	To provide BD administrative support to the BD Managers in the commercial disputes and private disputes practices, as well as the BD department
Hours:	Monday to Friday (working from the office on Tues, Weds and Thurs), permanent, full time
Reviewed:	August 2025

Job responsibilities:

- Diary management – arranging meetings, bookings, and some travel, checking Outlook calendars, reminding re appointments and assisting in their preparation
- Typing correspondence, reports, spreadsheets, emails and other documentation
- Supporting the firm's BD efforts by maintaining various firmwide databases such as the referral, pitch and credentials trackers
- Carrying out market research and supporting the BD team with new business analysis/reports to help identify new opportunities for the firm
- Supporting BD Managers with annual legal directory submissions
- Supporting the BD Managers with BD budget reports and liaising with Accounts team
- Co-ordinating meetings for BD Managers with fee-earners or with external consultants for ad-hoc projects
- Answering and initiating communications virtually and in person, with both the business services teams and with the fee-earners
- Assisting at events and corporate hospitality as and when required
- Capturing strategic client relationship information using InterAction CRM
- Assisting with producing collateral, such as brochures, pitches and videos
- Assisting with key business relationships and supplier contracts
- Attending BD meetings where appropriate to take notes and record actions
- File management, ensuring documents and information are up to date and correct
- Further duties as required by the Director of Business Development and BD team

Job skills:

- Strong organisational and administrative skills, attention to detail and ability to work flexibly under pressure
- Ability to demonstrate excellent judgement and discretion regarding confidential and commercially sensitive information
- Excellent knowledge of Microsoft Office Suite (Outlook, Word, PowerPoint and Excel)

General skills:

- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately
- Shares information and ideas
- Accepts and follows instructions, listens, makes notes, questions appropriately, co-operates
- Aptitude to pick up new technology and software
- Shows sound judgement and decision-making skills; acts within boundaries
- Shows commitment, passion and enthusiasm
- Is a respectful, reliable and supportive team player
- Reflects the firm's culture