



Job Description

Marketing & Sales Manager

Introduction

Language and the Law is a provider of legal language services targeted at high end clients in the UK and internationally. Our services currently include translation, interpreting, legal drafting and proofreading.

Although our main target group is the legal sector, we have the capacity to offer our services to customers in other areas, such as banking and finance, public services, diplomatic, international development, human rights, etc.

We have expertise in all major areas of international law, namely dispute resolution, arbitration, litigation, assets recovery, anti-corruption, land, boundaries and territorial disputes, contract, acquisition, merger, sanctions, human rights, immigration, banking and finance, natural resources, conflict & security, diplomacy, public private partnerships, etc.

We work through freelance linguists and legal experts. We only recruit those who have a proven track record as highly qualified, experienced and renowned for their expertise.

Purpose of the Post

The Marketing & Sales Manager is a member of the Senior Management Team with specific responsibility for the development and growth of the business. The main objectives of the post are three-fold:

- Sales and marketing: this is by far the most significant element of the job which requires the post-holder to take a pro-active role in marketing Language & the Law's services.
- Service Development: contributing to the growth of the company by giving input to the development of services and management processes.
- Business Development: taking a leading role in managing LATL's relationship with its existing customers and identifying and nurturing new clients.

Performance Reviews

The performance of the post-holder will be reviewed on the basis of this job description and the monthly deliverables agreed with the Managing Director.

Specific Responsibilities

1. Marketing and Sales (80%)

- Proactively looking for new clients;
- Contributing to the development and management of market research;
- Proactively building and nurturing working relationship with potential business introducers with a view to expand into new markets.
- Leading the development of marketing and sales plans and sales pitches; Developing monthly marketing and sales plans.
- Contributing to the development of communications plans and marketing material, including for digital (online) and print publications.
- Developing and maintaining an effective working relationships with the existing clients;

2. Service Development (10%)

- Take part in discussions about quality standards and contribute to their development.
- Take a pro-active approach to the development of new and appropriate services.
- Take a pro-active approach to the development of delivery methods

3. Business Development (10%)

a. Development of Management Processes

- Where requested, review and input into the development of processes essential for the smooth and efficient running of the business. This includes, but is not limited to:
 - Effective job management and recording systems;
 - Effective information and data management;
 - Terms and conditions and other management procedures.

4. Other Tasks

Any other tasks as appropriately assigned by the Managing Director in line with the business requirements and the nature of the role.

5. Amendments

This job description is subject to amendment as and when deemed necessary by the Managing Director.

6. Requirements

- University degree in business administration, marketing, management or a related area;
- Experience of sales and marketing to professional clientele;
- Excellent communications and public relations skills;
- Advanced level fluency in written and spoken English;
- Excellent organisational skills
- Strong work ethics, commitment to duties and responsibilities;
- Strong planning and time management skills;
- Ability to work under pressure and tight deadlines;
- Proven ability to manage work and business relationships;
- Experience of managing staff in a highly professional setting;
- Ability to work independently with minimum supervision.

How to apply

Please send your CV with a covering letter explaining why you think you would be suitable for the role to info@languageandthelaw.co.uk.