

QUINLAN & ASSOCIATES

BUSINESS DEVELOPMENT AND OPERATIONS ASSOCIATE

An exciting opportunity exists at Quinlan & Associates, a leading independent strategy consulting firm specialising in the financial services industry.

We are currently looking for a full-time Business Development and Operations Associate to assist with the company's operational and business development needs in 2022 and beyond.

RESPONSIBILITIES

Your main responsibilities will include:

1. BUSINESS DEVELOPMENT (60%)

Outbound (i.e. direct client outreach)

Work closely with the CEO and Partners to support all aspects of the end-to-end client engagement process, including:

- **Identify:** identification of target clients based on firm's existing research and broader industry development under the direction of Partners, including required follow-ups with existing clients
- **Contact:** client outreach via email, phone, and/or in-person meetings, where appropriate
- **Connect:** setting up meetings / calls between existing / prospective clients and Partners
- **Prepare:** conduct background research to prepare required briefing materials, where needed
- **Track:** ongoing meeting / sales support, including meeting tracking and follow-up
- **Consolidate:** manage company database and CRM system, including required follow-ups

Inbound (i.e. building brand awareness)

- Update company website (e.g. uploading company research reports and media releases)
- Manage social media posts / pages (i.e. LinkedIn and Facebook)
- Connect with major industry conferences organisers to book potential speaking engagements
- Organise and market company events (e.g. webinars)
- Manage inbound email and phone enquiries

2. OPERATIONS (40%)

- Provide internal administrative / operational support to the Partners and COO (e.g. internal meeting scheduling, PA duties, HR support, vendor onboarding, travel scheduling, office events, expense filing, etc.)
- Complete ad-hoc assignments as directed by the CEO

WHAT WE LOOK FOR

The minimum requirements for this role are:

- University degree with strong grades from a reputable university
- Up to 2 years business development and/or operations experience (note: fresh graduates will also be considered)
- Strong communication skills (both oral and written) in English
- Tech-savvy (proficiency in Microsoft Office and familiarity with social media platforms is a must)
- Positive and proactive attitude, with a strong ownership mindset
- Outgoing and sociable personality, with strong interpersonal skills
- Creativity and lateral thinking abilities
- A good sense of humour
- The ability to work in Hong Kong

Please note that proficiency in Chinese (both Mandarin and Cantonese) is preferred but not required.

WHAT WE OFFER

We offer comprehensive on-the-job training, mentorship by senior finance and strategy professionals, and unmatched exposure to the world of management consulting. We provide our employees with a challenging and stimulating career and the chance to gain exposure to a diverse array of innovative clients across a variety of industries and markets. Most importantly, we pride ourselves on our unique company culture built around a collaborative, innovative, and fun working environment.

Some of the benefits we offer include:

- Salary: Competitive
- Bonus: Annual (discretionary)
- Benefits: Medical insurance
- Company Perks: Flexible working arrangements, annual birthday leave

WHO WE ARE

Quinlan & Associates is a leading independent strategy consulting firm specialising in the financial services industry.

We are the first firm to offer end-to-end strategy consulting services. From strategy formulation to execution, to ongoing reporting, communications, and corporate training, we translate cutting-edge strategic advice into commercially executable solutions.

With our team of top-tier financial service and strategy consulting professionals and our global network of alliance partners, Quinlan & Associates gives its clients the most up-to-date industry insights from around the world, putting them an essential step ahead of their competitors.

Quinlan & Associates. **Strategy with a Difference.**

HOW TO APPLY

You can apply to the role by via the following link:

<https://www.quinlanandassociates.com/job-application/>