



| Innovation

Unit 3 Bradley Court
Trent Lane
Castle Donington
Derbyshire
DE74 2UT

01332 819740
info@tbat.co.uk
www.tbat.co.uk

Client On-Boarding Executive

£24,000 - £28,000/yr (dependent on experience and knowledge)

Job Type: Full-time, permanent

Location: Castle Donington

About the role

Established in 2002, TBAT Innovation is a vibrant niche consultancy with an overarching aim to stimulate and support research and development focused businesses to innovate. Our main service offerings centre around providing support to; access grant funding and secure R&D tax credits.

We are currently 30 people, with a head office in the East Midlands, a developing office in Oxford, but covering the UK, working across a wide range of sectors including energy, transport, advanced materials and health. Our business has grown by an average of 24% year-on-year over the past five years and is forecasted to accelerate further.

TBAT is looking for someone to join the commercial team to support the on-boarding of new clients. You will be joining a fast-developing company and as such, you will have the opportunity to play a key part in the continued growth of the business.

You will manage incoming enquiries, understand the key requirements and opportunities for new and existing clients in relation to TBAT's service offering and convert these into commercial opportunities. You will also spot the opportunity to self-source potential new clients through a targeted approach, focusing on key client benefit.

The role is a mixture of client facing and virtual contact, the majority being virtual contact and requires the ability to communicate with a range of people from technical through to mid to senior management.

This is a great opportunity if you're looking for a chance to take a stimulating role working with clients and in collaboration with a team-based and consultancy environment.

Core Responsibilities

- Manage incoming enquiries to the company through a number of methods, telephone, video conference, email and face to face
- Establish the need of each client quickly and effectively and their eligibility to work with one of TBATs services
- Work in collaboration with the commercial team to ensure the on-boarding of new clients is seamless
- Grow and maintain relationships with existing clients, identifying opportunities to support in all aspects of TBAT offering
- Work in collaboration to create and follow up on marketing campaigns
- Attend face to face business and networking events when required



| Innovation

Unit 3 Bradley Court
Trent Lane
Castle Donington
Derbyshire
DE74 2UT

01332 819740
info@tbat.co.uk
www.tbat.co.uk

Qualifications, skills and experience

- Strong communication skills both written and verbal
- Ability to build strong relationships and rapport
- Experience in a similar role supporting the onboarding of new clients, sales opportunities, encouraging client cross sell and referral
- Strong organisational skills including multi-tasking, prioritising, planning, and effective time management
- Comfortable working in a close team
- Creative thinker, independent worker, and a self-starter

Desired skills (not essential)

- Experience in supporting innovative companies
- Knowledge of Tax incentives in particular R&D Tax Relief
- Knowledge of the funding landscape (Innovate UK & Horizon)

Company Benefits

- Flexible working
- 20 days holiday + bank holidays + Christmas shutdown + 1 day per year after 2 years service, up to 25 days
- Pension
- Generous company bonus scheme
- Private medical insurance
- Life cover
- Wellbeing days
- Regular social events

How to apply

If you are interested in applying for this role, please send your CV along and covering letter describing how you feel that you are the ideal candidate and that you meet all the criteria above to vincents@tbat.co.uk