

# Role Description

## Business Development Executive/Manager



### *Firm Overview*

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment expertise advisory developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Banking and Finance
- Real Estate and Construction
- Corporate
- Employment
- Taxation

### *Business Development at DFDL*

Business development is the creation of long-term value for an organisation from customers, markets, and relationships. Successful business development is about managing a process and getting the best out of those involved.

The overarching goals of DFDL's Business Development team is to:

- Support the Firm's partners to serve existing clients better to keep and grow the Firm's book of business;
- Create opportunities to position the Firm for new business; and
- Protect and support the Firm's brand and reputation.

We recognize that to achieve success we need to:

- Stand out from the crowd and demonstrate to our clients the tangible, unique benefits we offer;
- Build strong trusted relationships;
- Take the time to truly understand our client and what their objectives are;
- Identify the right team that will connect with the client and work together to deliver; and
- Demonstrate energy, commitment and enthusiasm to the client and key decision makers.

### *Position*

DFDL is looking for a Business Development Executive/Manager to join its team in our Singapore Office or other DFDL office within the region.

<b>Reports to:</b>	Regional Senior Business Development Manager
<b>Key external relationships:</b>	Current and potential clients, business associations, chambers of commerce, media and similar organizations
<b>Key internal relationships:</b>	Business Development team; Partners; Senior Advisers and Advisers, particularly those who interact directly with clients; Marketing team
<b>Location:</b>	Singapore or other office (Phnom Penh, HCMC, Bangkok, Yangon, etc.)

**Excellence · Creativity · Trust**  
Since 1994

# Role Description

## Business Development Executive/Manager

---



### ***Main Duties of the Role***

To support our objectives and vision for the Firm, we are looking to enhance our Business Development team with a Business Development (BD) Executive/Manager. This person's primary duties and responsibilities will include critical support of DFDL's BD initiatives, particularly those activities relating to client targeting, our North Asian desks (China/Japan), and roadshows.

This role includes both client-facing responsibilities as well as internal support work.

#### Client Targeting:

Supporting DFDL's development and implementation of strategic client targeting plans and processes. Target clients include other law firms, private equity funds, corporates, banks, and other intermediaries.

#### *Key tasks will include:*

- Conducting research, summarising information, and communicating intelligence that can be used for targeting and prioritisation purposes, including the identification of new leads or opportunities to expand our relationships with existing clients;
- Assisting the Regional Senior BD Manager with client relationship management, meeting tracking, and firm-wide coordination of relationship touch points;
- Developing a good working knowledge of priority sectors, market trends, deal activity, etc., that DFDL can use strategically to identify and win clients; and
- Communicating the collective efforts and activities relating to client targeting and relationship building to the wider Firm.

#### China and Japan Desks:

Given the large volume of investment from China and Japan into Southeast Asia, inbound work from these two countries is particularly important for our firm. Accordingly, we aim to build both a China and Japan-focused BD team that nurtures leads and generates business for DFDL.

#### *Key tasks will include:*

- Organizing monthly China/Japan Desk Calls within DFDL;
- Planning targeted trips to selected cities for conferences and client meetings;
- Improving connectivity with Chinese and Japanese law firms to drive up inbound referrals;
- Strategically targeting acquisitive Chinese and Japanese corporates that are expanding in Southeast Asia;
- Sharing investment opportunities with our Chinese/Japanese law firm partners and corporate clients;
- Proactively cross-selling existing Chinese/Japanese clients within DFDL offices.

#### Roadshow Management:

Responsible for managing the end-to-end planning, organization and execution of client/sector roadshows.

#### *Key tasks will include:*

- Leveraging client targeting plans to develop a list of firms to approach and prioritizing accordingly;
- Ensuring appropriate firm representation and positioning to clients;
- Working closely with partners to establish roadshow objectives and develop messaging around the visit;
- Overseeing logistics and internal coordination of meeting requests; and
- Following the meetings: ensuring prompt and specific follow-up, ideally on the same day, capturing actions and addressing them accordingly.

Other Duties: Additional roles and responsibilities not listed above that directly support the regional BD team and objectives of the Firm.

# Role Description

## Business Development Executive/Manager

---



### ***Skills, Knowledge & Experience Required***

We are looking for a motivated, collaborative and resourceful professional to join our dynamic BD team.

In order to be successful in this role, you will need have a love for problem solving and learning new things. DFDL operates across multiple jurisdictions, sectors, and practice areas; which means there is always something new to read and trends to keep on top of.

In particular, it is critical that you have interest in financial transactions – including mergers, acquisitions, consolidations, IPOs, restructurings, etc. – as well as the firms that advise on such transactions (e.g. law firms, banks, and other intermediaries). Actual deal experience is not necessary, just the desire to learn more.

Lastly, a successful candidate will demonstrate that they are able to communicate effectively and proactively across the Firm and with clients, using multiple written and verbal channels.

#### Essential Skills & Experience:

- Fluent written **English** and advanced spoken English required;
- **Chinese** or **Japanese** language skills a big plus and actively sought for this role;
- Comfortable communicating with internal and external contacts of all levels, including senior management.
- Exceptional attention to detail and organization skills;
- Problem solving orientation and proactive mind-set; and
- Business analysis/research capabilities.

#### Desired Skills & Experience:

- Proficient with Microsoft Excel;
- Report writing skills;
- Master degree in finance, business, economics, or other related field; and
- Ability to work in a multi-cultural environment

Recent graduates may apply.

### ***Contact Details***

Applications should be submitted by email to:

Regional HR Department: [Careers@dfd.com](mailto:Careers@dfd.com)

Website: [www.dfd.com](http://www.dfd.com)

Link to our online job announcement: <https://apply.workable.com/dfd/j/261EA6C0D5/>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

All applications and expressions of interest will be treated confidentially, being reviewed only by DFDL Senior Management and Human Resources team.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and only shortlisted candidates will be contacted.