

Junior Business Development Executive (T-Level Industry Placement)

Location: Virtual (with occasional industry visits & events)

Placement Duration: 45 days (October – December 2025)

Organisation: Doxabeta

About the Role

Doxabeta is seeking a motivated Junior Business Development Executive to join our team as part of your T-Level placement. You will support our business growth initiatives, conduct market research, assist in partnership development, and provide administrative support for our innovation-driven projects. This role offers an excellent opportunity to learn how technology companies develop new business opportunities, engage with industry partners, and scale innovative products.

What You'll Do

- Assist in researching market trends, competitors, and potential partners.
- Support partnership outreach by preparing presentations, proposals, and reports.
- Help track leads and maintain partner contact databases.
- Contribute to business analysis and reporting, gathering insights to support decision making.
- Assist with administrative tasks such as scheduling meetings, preparing notes, and supporting internal project tracking.
- Participate in business development strategy sessions with the senior team.
- Learn how to analyse industry opportunities and align them with Doxabeta's digital innovation goals.

Ideal Candidate

- Currently studying a Digital T-Level or a business-related pathway with an interest in the tech industry.
- Strong organisational and administrative skills.
- Good written and verbal communication abilities.
- Curious, proactive, and keen to understand how businesses grow and innovate.
- Comfortable working in a fast-paced, collaborative, virtual environment.

What You'll Gain

- Practical business development experience in a real digital innovation company.
- Insight into technology-driven market analysis, partnerships, and product growth strategies.
- Mentoring from industry professionals to guide your career development.
- Exposure to how tech companies manage partnerships, clients, and internal growth.
- Employability support including CV reviews, LinkedIn optimisation, and interview prep.

Tools & Tech You'll Use

- Google Workspace (Docs, Sheets, Slides, Meet).
- Asana (task and project management).
- CRM and lead tracking tools (training provided).
- Figma & Lucidspark (for visualising workflows and proposals).