

# ALEXANDER & CO

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## Job Description: Growth Operations Associate

Location: London  
Type: Full-time  
Start: February / March 2026  
Application deadline: 9th February 2026  
Salary range: £30,000 - £40,000

### About Alexander & Co.

Alexander & Co. is a boutique executive search and talent consulting firm working across fashion, luxury, design, art, culture, consumer, and entertainment. We're building a modern, research-led approach to executive search supported by strong systems, consistent visibility, and an exceptional client experience.

### The Role

We're hiring a highly organised, proactive operator to own the engine behind business development: research, data quality, CRM hygiene, marketing coordination, and pipeline reporting while also helping to keep the founder's time structured and focused through diary coordination and meeting hygiene.

This role is for someone who enjoys creating order, building repeatable workflows, project management and turning fast-moving inputs into clear plans and outcomes.

### What you'll own (Role split)

#### 1) BD Research + Data/CRM Operations (Primary focus 40%)

You will build and run a high-quality BD pipeline by:

- \* Building target lists (companies + key decision makers) aligned with our ideal client profile
- \* Researching and validating contacts: roles, reporting lines, bios, email formats, LinkedIn URLs, locations, and relevant "why now" triggers
- \* Maintaining CRM hygiene daily: accurate stages, tags, notes, last touch, next steps, and follow-up dates
- \* Creating weekly outreach lists and daily follow-up queues (so nothing drops)
- \* Preparing concise meeting briefs (company context, people background, recent moves, priorities, conversation angles)
- \* Tracking and reporting weekly performance: outreach volume, reply rate, meetings booked, pipeline stages, and key learnings

#### 2) Founder diary + meeting hygiene (Core support 20%)

You will ensure time is used on the highest-impact priorities by:

- \* Coordinating and optimising the founder's diary (prioritised scheduling, protecting focus time, reducing context switching)
- \* Scheduling external meetings and managing changes smoothly
- \* Preparing agendas, capturing actions, and driving follow-ups to close loops

- \* Maintaining a simple weekly plan and daily priorities (written and trackable)
- \* Handling sensitive communications with discretion and professionalism

### **3) Content + Email Marketing Execution** (Supporting 20%)

You'll help us show up consistently by:

- \* Turning rough bullets/voice notes into publish-ready LinkedIn posts in our tone of voice
- \* Repurposing key themes into short email updates/newsletters and coordinating sends
- \* Coordinating scheduling (content calendar) and basic performance tracking (opens/clicks/replies) to improve over time
- \* Overall ownership of Instagram, LinkedIn, Email marketing, website.
- \* Working with simple templates in Canva (or similar) when needed

### **4) Talent research - 20%**

- \* Partnering with founder on recruitment projects end to end to identify talent for client projects.

### **AI Enablement (Across the role)**

You'll help implement practical AI-enabled workflows to improve speed and quality, such as:

- \* Research templates and summaries
- \* CRM update workflows and consistent note formats
- \* Outreach/email draft workflows (with human oversight)
- \* Repeatable reporting and dashboards

### **You're likely a great fit if you...**

- \* Love research, structure, and building systems that people actually use
- \* Have strong attention to detail and take pride in clean data and clear communication
- \* Are confident prioritising, nudging, and following up to get things finished
- \* Enjoy turning messy inputs into a clear plan and executing it
- \* Are comfortable working in a small business where you'll own outcomes, not just tasks
- \* Self managed and self motivated.
- \* Are hungry to learn and grow your career.
- \* Have an interest in business development, HR, executive search, sales & marketing, fashion, beauty, luxury.

### **Skills & experience preferred**

- \* 3+ years in operations, research, coordination, recruiting/search, marketing ops, sales/BD ops, or EA-style support
- \* Excellent written English and sharp editing skills
- \* Excellent social media skills
- \* Strong competence with CRMs, spreadsheets, and research tools
- \* Comfortable learning new tools quickly (Notion/ Airtable / HubSpot / Attio, Mailchimp / Klaviyo, Flo desk, Canva, etc.)
- \* High discretion and professionalism
- \* Language skills are a plus, especially French or Italian.

### **What success looks like (Weekly deliverables)**

- BD + CRM: 30–60 new/validated contacts added (as needed), all activity logged within 24 hours, and every active lead has a clear next step + follow-up date.
- Outreach support: a weekly outreach list plus a daily follow-up queue (who / why / next ask) prepared for the founder.
- Founder support: diary kept prioritised and running smoothly; meeting agendas/notes/actions captured and follow-ups sent within 24 hours.
- Content: 1–2 LinkedIn posts drafted and scheduled; one email/newsletter draft prepared to the agreed cadence; content calendar maintained across LinkedIn/Instagram/email.
- Talent research: agreed research deliverables produced for live projects; trackers kept up to date.
- AI enablement: small, practical workflow improvements applied ongoing (templates, prompts, reporting, automations).

### **What success looks like (First 90 days / 3 months)**

- A reliable operating rhythm is established: weekly planning + daily priorities are consistent, and the founder's calendar is structured around highest-impact work.
- BD engine is running end-to-end: targeting, list building, outreach queues, follow-ups, meeting briefs, and reporting happen predictably each week.
- CRM becomes trustworthy: clean structure (fields/tags/stages), consistent logging discipline, and clear visibility of pipeline status at any time.
- Content cadence is stable: LinkedIn and email run to an agreed schedule with a maintained content calendar, and output supports BD themes.
- Search delivery support is dependable: talent research and project coordination operate smoothly with clear trackers, timelines, and communication.
- AI-enabled workflows are embedded: at least 2–3 repeatable improvements implemented (e.g., research templates, CRM note formats, outreach/email draft workflow, reporting dashboard) that save time and improve consistency.