

Junior Business Developer

JOB POSITION:
JUNIOR BUSINESS
DEVELOPER

LOCATION:
MILAN, ITALY
BOCCONI FOR INNOVATION
VIA GIOVANI SPADOLINI N°5

FULL-TIME
IN-PERSON



Position Overview

We are seeking a highly organized and proactive Junior Business Developer with a background in architecture or a related field. This entry-level role is ideal for recent graduates looking to gain hands-on experience in sales, project development, and client management. The Junior Business Developer will play a key role in supporting the sales process, handling organizational tasks, and creating marketing materials, while collaborating closely with the Growth Manager and the founders.

Key Responsibilities

- Send initial contact emails, do phone calls, and follow ups to prospective clients.
- Schedule and organize meetings for the founder and ensure timely follow-ups.
- Attend meeting alongside the founder, take detailed notes and follow up with actionable next steps.
- Collaborate with the Growth Manager to develop presentations, brochures, and other materials tailored to client needs.
- Maintain and update CRM systems, keeping records of all client interactions and ensuring data accuracy.
- Meet weekly and monthly targets related to outreach and successful client contacts.

Qualifications

- Degree in architecture, urban planning, marketing, or a related field is a must.
- Fluency in both English and Italian (written and spoken).
- Excellent organizational skills, attention to detail, and strong communication abilities.
- Familiarity with CRM tools, Microsoft Office Suite, and basic design tools (e.g., Canva or Adobe Suite).
- Self-motivated, eager to learn, and capable of working independently within a team environment.
- Strong interest in architecture and urban development to better understand client needs.

Why Join Us

At Terraviva, you'll have the opportunity to impact the field of architecture and design within a collaborative, creative team. We offer a dynamic work environment that encourages professional growth and values your contributions. With competitive compensation and the freedom to develop innovative content ideas.

Compensation & Presence

Our workspace is located in Milan (Via Giovanni Spadolini 5). The first three months will be on an occasional collaboration contract, requiring full-time presence in the office. After this trial period, the role will transition to a full-time position with a Partita IVA, with potential for remote work based on performance.

How to apply?

If you are passionate about business development and have the skills to excel in this role, we would love to hear from you!

- Applications must be sent by email to jobs@terravivacompetitions.com
- Write in the subject of the email the position for which you are applying followed by your first and last name (ex.: Junior Business Developer_John Smith)
- Attach your updated CV and a cover letter detailing why you are the ideal candidate for this position (max. 20 MB in total)
- It is not necessary to write any text in the body of the email
- After the closing of the application, candidates will be notified by email whether they have been shortlisted or not for next selection step.

