

Vacancy Announcement

Position: Business Development & Marketing Associate

Number of Positions: 1

Location: Nairobi, Kenya

Application Deadline: 16th May 2026

We are seeking a business development and marketing associate to join our team. The successful candidate will play a key role in identifying new business opportunities, strengthening client relationships and supporting marketing and business development initiatives.

Key Responsibilities

The selected associates will undertake the following roles:

- Identify and pursue new business opportunities through market research, networking and lead generation
- Support the preparation of proposals, presentations and pitch materials for prospective clients
- Collaborate with the tax technical teams to understand service offerings and align them with client needs
- Assist in developing and executing marketing initiatives including campaigns, digital outreach and client engagement activities
- Support the organization of client engagement events, webinars and networking forums
- Contribute to thought leadership initiatives, including articles, insights, and marketing materials
- Ensure high standards of professionalism, client services and responsiveness in all interactions

Minimum Qualifications

Applicants must meet the following requirements:

- A bachelor's degree in Marketing, Economics, Finance or a related field
- 1-3 years of experience in business development, sales, client relationship management or a similar role
- Proven track record in identifying new business opportunities and supporting revenue growth
- Experience in supporting marketing initiatives
- Basic understanding of the tax principles and regulatory environment will be an added advantage

Preferred Attributes

Successful candidates will demonstrate:

- Is self-driven, pro-active and focused
- Excellent communication and interpersonal skills
- Ability to work in a fast-paced professional environment
- High level of professionalism, integrity and client service orientation

Application Process

Interested candidates should send their CV and a brief cover letter to:

info@intelpointconsulting.com

Subject line: **Application – Business Development & Marketing Associate**

Apply by 31st May 2026

Only shortlisted candidates will be contacted.