

Business development and administration officer

Job specification

GirlingMayes Ltd runs two very successful businesses: TrainerBase and LifeCraft and is based in Newcastle Emlyn, Carmarthenshire.

We require a business development and administration officer to assist with further growth of these two businesses as well as undertake some general administration duties for the two directors.

Tasks will include:

- assisting in the development and implementation of marketing strategies for both businesses which will comprise of;
 - telemarketing
 - exhibition
 - direct mail
 - networking functions
 - sales calls
- general administration duties which will comprise of;
 - data input into accounts
 - clerical duties
 - receptionist duties

This position is for someone who would like to have a key role in helping grow a small business and the remuneration and benefits will reflect the commitment given and the results attained.

The job entails:

- working a 35 hour week, sometimes alone other times as an integral part of a committed team
- assisting with strategy development, marketing and sales
- taking on new tasks as products develop within the business
- the use of Microsoft Office products and other business productivity tools
- the maintenance of web sites, accounts and product and service records
- attendance at multiple day exhibitions around the country
- travelling abroad to become familiar with various aspects of the businesses

The salary range in the first instance is between £15,000 and £17,500 depending on experience, qualifications and aptitude. Bonuses are available for outstanding contribution to company development. The position is full time, with a 3 month probationary period.

Applications should be made in writing to include a letter of introduction and a CV. It is essential that applicants familiarise themselves with the two businesses by visiting www.trainerbase.co.uk and www.lifecraft.co.uk before making an application. Reference will be taken from existing employers (if applicable) and at least one other character referee.

It is expected that the selection process will be by two stage interview, second interviews to include appropriate tests.

Person specification

GirlingMayes is looking for a highly motivated, energetic and diligent person who will become committed to the development of the two businesses run by the company directors.

The position requires someone who is;

- flexible within the framework of a 35 hour week,
- able to work on their own initiative,
- comfortable acting under instruction,
- able to work as part of a team, occasionally within a virtual environment
- willing to develop and learn as the businesses grow,
- able to demonstrate a good understanding and use of information technology
- in possession of a full driving licence
- available from time to time to work away including foreign travel, and is
- thoroughly conversant with business, management and marketing models, processes and procedures.

With the above in mind we would be looking for someone who has a qualification equivalent to HND or above in a business, management or marketing related field.