

Job Opportunity

Year In Industry- Marketing

Purpose of job	The purpose of the role is to provide support to the Business Development (BD) department, specifically the Marketing team.
Scope	The individual will work with the BD team, providing support to the Marketing team's business development and bidding activities. They will be expected to have a good understanding of marketing, the effect of this on our business development and knowledge of the tasks required to support the marketing effort. The role requires a versatile individual, who can proactively apply their skill set to numerous activities and tasks.
Reporting relationships	Line Managed by the Marketing Manager. Tasked by the Business Development team and Marketing Manager.
Location	Dorset Innovation Park, Winfrith
Employment status	Fixed Term Contract (37 hours/ week)

Knowledge and experience (will be developed in the job role if not held)

- On course for a degree in Marketing, Graphic Design, Business Management or related subject
- Interest in or past experience in engineering or the marine industry
- Ability to demonstrate excellent written and verbal communication skills
- Excellent interpersonal skills and ability to interact with people at all levels, both within the company and externally
- Ability to build rapport and develop working relationships
- Strong team focus
- Strong time management skills
- Ability to work independently at times under own initiative and drive with new ideas
- Ability to use own initiative when working under pressure
- Ability to lead and motivate others, maintain a high level of professionalism
- Prioritise and manage personal workload to ensure deadlines are achieved.
- Good research and analytical skills for market research
- Willing to learn the principles of the export control processes in respect of exporting marketing materials
- Computer literacy in order to operate information systems. Proficient in Microsoft Word, Excel, PowerPoint and MS project and knowledge would be an advantage
- Adobe Design Suite skills advantageous

Key accountabilities may include

Support to the Business Development (Marketing) department:

- Assist in detailed market research and analysis across strategic market domains; researching competitor activity; analysing market demographics; identifying potential target markets or gaps in the market; reporting strategy analysis to senior management to ensure that all business development activities are optimised.
- Delivery of external marketing activities. Opportunity to support operational marketing campaigns and undertake various tasks within the marketing mix. This could include the creation and production of brochure and datasheet collateral, website content development, communications events management, press releases and customer briefings.

... a sound decision

- Assist in maintaining and enhancing the AEUK corporate image.
- Assisting with the planning, managing and executing of events to firm deadlines and delivery within allocated budgets.
- Assisting with the planning, management and execution of marketing strategies.
- Maintaining and enhancing the AEUK corporate image.

Challenges

- Working in a dynamic and fast paced environment
- Balancing conflicting requirements
- Working effectively across multiple departments

Behavioural requirements

- Must be a professional, flexible and reliable team player, who is pro-active with motivational drive and the initiative to overcome problems quickly and effectively.
- Ideally will have an assertive and confident approach to duties and individuals, with strong interpersonal and well developed communication skills.
- Ability to work across multi-functional teams and business areas.
- Possess excellent organisational and time management skills that will equip the team and business with an efficient service.
- The post holder will be required to develop knowledge of the processes and co-ordination of their appointed areas with help in the first instance, but eventually will be expected to take full responsibility for their appointed tasks.

More information

The successful candidate must be able to achieve full SC (Security Clearance).

How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to recruitment@uk.atlas-elektronik.com by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

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