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## Placement Opportunity

<b>Reference:</b>	PLW 2
<b>Job Title:</b>	Sales and Marketing Support Assistant
<b>Company Description:</b>	Wastewater Treatment
<b>Location:</b>	Waterlooville, Hampshire
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	March/April 2009

### Job Description:

This is an interesting and rewarding placement for an eager person who is able to identify, create and carry out research projects and other support activities for the sales and marketing departments. The role is a shared role between Marketing and International Sales with weekly duties approximately split 60% International marketing and sales support and 40% UK marketing support.

- Office based at the company head office and manufacturing site
- Hours of work 37.5 per week.

When undertaking International marketing and sales support the person will report to the International Sales Manager and the key activities will generally include:

- International Market Research
- International Website Development
- Document Translations
- Providing 'go to market' collateral
- Creating introductions
- Providing sales support

More specifically the role will include:

- Research into the Polish market
- Identifying specifiers and consultants in Poland
- Identifying routes to Polish market
- Providing 'go to market' collateral
- Creating introductions in Poland
- Providing sales support on Polish visits

When undertaking UK marketing support the successful candidate will report to the Marketing Manager and will be responsible for a variety of marketing support activities which will include

- Customer & Competitor Research

- Product & Market Research
- Legislation and Regulation (no need for technical understanding, just to notify relevant persons regarding change in the market)
- Organising exhibitions
- Organising printed marketing collateral
- Organising Advertising
- Presentation of findings to the marketing and business development departments.

#### **Essential requirements:**

- Fluent English, written and spoken
- Fluent Polish, written and spoken
- Understanding of marketing principles
- Market research skills
- Good communication skills
- Good analytical skills
- Self starter - able to work on own initiative.
- Motivated
- IT proficient

#### **Desirable attributes:**

- French or Spanish language skills an advantage, but not essential
- Understanding of the wastewater industry.
- Interest in sustainable products.
- Previous experience in a similar role or environment will be an advantage.

#### **Company activity:**

- The Company provides innovative and reliable wastewater treatment, rainwater harvesting and grease management systems. They supply products for domestic, commercial and industrial markets as well as holding a prominent position as a supplier to the water utilities.
- As an internationally recognised leader in the design, manufacture and supply of both standardised, and bespoke environmental solutions, the Company is dedicated to ensure the provision of high quality products and services. It rigorously fulfils its vision of protecting the environment by delivering reliable wastewater solutions.
- A strong focus on quality and compliance ensures that all wastewater treatment systems are designed to work within the guidelines of the British Water Code of Practice and exceed all present and proposed discharge consent standards enforced by the Environment Agency, SEPA and other European regulatory authorities.

#### **Location:**

- Waterlooville is a satellite town 5 miles from the city of Portsmouth
- Portsmouth is the UK's premier waterfront destination with miles of sea views and centuries of history.
- There is an abundance of things to do, places to visit, shops, restaurants, cafes and bars to suit every budget and taste.
- It is also a major ferry port with ferries to France and Spain.
- There is easy access to the city of Southampton, the New Forest and the Isle of Wight. London is approx. 1hr 40mins by rail.

#### **Remuneration details:**

- Allowance of £700 a month will be provided to assist with accommodation and subsistence costs.
- NB: This remuneration package is not negotiable under ANY circumstances. Any attempt by the applicant to re-negotiate the remuneration will result in immediate and permanent withdrawal of our services.