Role

This is fantastic opportunity for a confident and enthusiastic individual interested in the Marketing & Project Management side of this software company that develops digital products from innovative ideas. Mentored throughout, you will assist the Marketing and Operations team to identify future business opportunities and to document all current processes. This is a great opportunity for a business minded individual interested in developing both personally and professionally in this exciting Tech company with entrepreneurial spirit.

Tasks

- In depth research into current clients, potential future opportunities with these and potential corporate client targets
- Identifying potential partners / agencies to work with
- Investigating local businesses and organisations that would be a great fit and identifying decision makers within these organisations
- Working with start-ups, providing market research assistance
- Document all processes and create a quality manual
- Gather internal information and suggest improvements to processes and workflows.

Personal Skills

- Confident and communicative
- Very strong writing ability, with close attention to detail and excellent English grammar and spelling
- Great research skills, solid understanding of how to identify companies and key individuals and ability to get to the facts and communicate these concisely
- Self-starter keen to be surrounded by entrepreneurial activity

The Host Company

This innovative host company specialises in turning a broad range of business ideas into digital products. Working with both established companies and startups, this passionate team pride themselves on delivering brilliant disruptive products that are loved by clients and users alike. With prestigious clients including Microsoft, O2 and the BBC, this company is really taking off.