

# LOOKING FOR YOUR NEXT CAREER MOVE?

## UK based Regional Assistant – Europe, Central Asia, Middle East and North Africa

### Responsible to:

Regional Manager – Europe, Central Asia, Middle East and North Africa

### The Role

We are recruiting world class talent. Come and join us.

Do you want the opportunity to work with a committed and talented team who work hard and deliver outstanding results?

The Europe, Central Asia, Middle East and North Africa team is expanding. To keep up with the growing business, we are looking for an exceptional individual to join the team. The role will include supporting the region with business development activities, project administration as well as general administration for the region. You will provide support to the Regional Director and Regional Manager in leading, developing and growing the Europe, Central Asia, Middle East and North Africa region.

### Main responsibilities

- In cooperation with the Regional Lead - planning, identifying and mobilising the resources needed for the regional business development and project operations
- Coordinating and producing project Expressions of Interest (EOIs) and proposals to a high standard and to tight deadlines
- Working with the team to support the negotiation proposal budgets and consultant fee rates with partner firms and consultants, and preparing financial proposals
- Coordinating and administering the day to day marketing, business development and project implementation operations in the region. This includes the pipeline of

opportunities, project and business development reporting, invoicing, chasing debtors, contracting, logistics, resolving difficulties, project support, etc.

- Working with the team to support the financial management of projects, including support on controlling budgets, managing expenditure, invoicing and payments
- Support to the regional team to ensure business practices are adhered to across the entire business
- Knowledge Management, maintain project data on CRM system for all regional projects and working with the communications team to promote our projects and experience
- Research in support of the development of the regional pipeline and strategy
- Communicating with and developing relationships with partner firms, international specialists, and development partner representatives
- Assisting with report preparation
- Maintaining business development, CV and project reference databases
- Providing support to the Regional team and across the company as needed

**Hours of work** – This role is a full time position and basic working hours are 37.5 per week.

**Salary** – Competitive salary depending on experience.

**Annual leave** – 5 weeks’ annual leave plus public holidays.

The holiday year is 1st January – 31st December.

**Benefits** – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

**Location** – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability.

## Team Environment

You will join the small and friendly Europe, Central Asia, Middle East and North Africa Regional team to both grow and deliver the IMC Portfolio of work.

The team currently consists of a team of 3; Regional Director, Regional Manager and Assistant Regional Manager.

The working environment is informal and creative, but we are uncompromising on the quality of work we deliver to clients.

It is anticipated that the Regional Assistant will typically spend the following time on work areas:

- 45% business development;
- 45% project administration and support;
- 10% administration and internal finance.

**The closing date for applications is Friday 21 July 2017.**

**PERSON SPECIFICATION: UK based Regional Assistant – Europe, Central Asia, Middle East and North Africa**

	Essential	Desirable
<b>Qualifications, understanding &amp; training:</b>		
Degree qualification	X	
Master's degree		X
Project management training		X
Finance, project finance management or Excel training		X
<b>Experience:</b>		
Experience of project finance, and/or grant management experience		X
Experience undertaking the financial management of projects		X
Experience of working in a consultancy		X
Experience of working in international development		X
Experience working with International donors		X
Experience in developing commercial proposals		X
Experience in procurement management		X
<b>Abilities &amp; skills</b>		
Strong financial skills		X
Good negotiation skills		X
Confidence and enthusiasm	X	
Good attention to detail and ability to carry out complex finance, contractual and administrative tasks	X	
Good project planning skills		X
Excellent organisational skills and the ability to multi-task under tight deadlines	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Co- operative and supportive team player	X	
Excellent written and verbal communication skills	X	
<b>Personal:</b>		
Self-motivation and pro-active attitude	X	
Flexible attitude to meet the needs of the role	X	
Commitment to IMC's objectives, ethics, values and Equalities and Diversity Policy	X	