


Job Description		Ad No: ABT 10 / 18	Rev # 1.2	 <small>V:\FILESRV\Human Resources\HR\Documents\Job Adverts\Feb18 (MJG)\ABTG-Marketing&businessExecutive-17-Feb-18.docx</small>
Prepared By: GDM / MJG	Expected Date of Start:		Q1 2018	
Approved By: LCD	Last Revision Date:		16 - Feb - 18	

Immediate Vacancy

Marketing and Business Development Assistant

This challenging position requires the candidate to provide a variety of supporting and leadership activities within the Marketing and Business Development Department of the **AquaBioTech Group**. Roles include actions such as the organisation and coordination of all exhibitions and scientific conferences that the company attends; and the development of all marketing material, including videos and social media. The candidate should be fluent in written and spoken English and ideally at least one other language.

SYNOPSIS OF POSITION OFFERED

A position within the **AquaBioTech Group** has arisen for a suitably qualified person to work within the **Marketing and Business Development Department**. The responsibilities of the selected candidate are focused on all of the marketing actions that the company is engaged in, as well as supporting certain business development activities.

The responsibilities of the selected candidate are defined as follows:

- Develop and implement the strategy and related tactics to raise the profile of the company implementing various day to day tasks of the department;
- Planning and organising the participation of the company in international scientific conferences, events and exhibitions;
- Prepare specific and customised marketing material, in various forms, for each of the respective departments of the company and ensure that all marketing carries the corporate brand with continuity;
- Attend relevant client and/or business to business events to network and represent the company. Ensure effective and timely follow up;
- Support the various development teams in the preparation of international tenders and commercial offers ensuring the corporate branding is consistently applied;
- Preparation of award submissions and participation in competitions;
- Maintain and improve the company presence on social media;

- Preparation of grant and research applications;
- Assist the business development director with additionally required tasks.

The successful candidate has to possess the following skills:

- Strong relationship management skills;
- Clear communication and interpersonal skills;
- Excellent project management skills. Demonstrated ability to handle and implement new concepts quickly;
- Creative and proactive approach to problem solving;
- Excellent computer skills, including proficiency in using Microsoft WORD™, EXCEL™, PowerPoint™ Outlook and various graphical design software;
- Negotiation and persuasion skills.

Qualifications Overview

A successful candidate will have a minimum of a bachelor's degree in either Marketing, Business Administration, Economics or related areas, and ideally a M.Sc. in one of the fields.

Experience – internships included – working in the field is required.

The selected candidate will have to speak and write English fluently and have solid capabilities within the Microsoft package. In addition, the candidate must be able to work under tight deadlines, have a sense of urgency and a commitment to the timely completion of projects, pay attention to details along with a commitment to quality and confidentiality, as well as being able to work within a multicultural team. Effective communication skills and problem-solving abilities are required.

Knowledge within basic HTML web coding and/or CMS systems, Graphic Design (InDesign, Photoshop, Illustrator) and Adobe packages is preferred but no essential. International working experience and customer relationship management (CRM) experience is also welcomed.

Financial Package

The starting gross wage package offered for this position is structured as follows, reflecting the experience the selected candidate brings and the low cost of living in Malta.

Package to include free accommodation in a company apartment but exclude the cost of water & electricity. The accommodation is near the company's facilities and is modern and spacious.

There will be the opportunity for the candidate to earn bonuses that are project specific, individual performance specific and company performance bonuses that are dependent upon the performance of the company as a whole.

Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants are required to submit a full *Curriculum vitae* in the **AquaBioTech Group** Europass format that **must** be downloaded from our website – **no other Cv formats will be accepted.**

Questions about the application should be directed to the Director of Administration, on admin@aquabt.com