



## Job Specification:

**Position:** E-BUSINESS EXECUTIVE

**Responsible To:** Senior E-Business Executive

**Job Summary:** Working in our E-Business department, you will be responsible for a variety of tasks involving our partner finance companies. Tasks will include:-

- managing various aspects of partner relationships
- analysing and reporting on partner performance and ensuring partner business targets are met
- liaising with partners, and using your own initiative, to explore new business opportunities and to find ways of improving our quote systems and profitability of general business practices
- liaising with IT to ensure any day to day technical issues affecting partners are resolved in minimal time
- identifying and negotiating new partnership arrangements and renegotiating existing ones
- producing reports for the Senior E-Business Executive as well as carrying out routine tasks such as updating company stats systems with relevant partner performance data
- other related tasks

**General:** May be required to attend meetings at customer and partner sites which may involve some overseas travel.

## Person Specification:

**Academic:** Honours Degree in a science, technology, mathematical or business related discipline (minimum 2:1) and minimum grade 'B' in A-Level mathematics.

**Experience:**

- experience in a customer facing role, preferably with customer relationship management and sales experience
- experience in an IT / e-commerce or financial services environment
- web development or programming experience desirable (in particular - HTML, XML, PHP)

Seopa Ltd  
Main Office | Blackstaff Studios, 8-10 Amelia Street, Belfast, BT2 7GS  
Reg'd Office | 5 Dogleap Road, Limavady, Co Londonderry, N. Ireland, UK. BT49 9NN  
Tel : 02890 330535 | Fax : 08703 305760 | VAT Number : 815285232 | Company Number : NI046322



- Capabilities:**
- excellent analytical and data interpretation skills
  - excellent skills in MS Office (particularly Excel)
  - ability to manage projects successfully against tight deadlines
  - ability to work as part of a team
  - ability to multi-task
  - able to use your initiative
- Personal Qualities**
- good interpersonal skills
  - articulate, ambitious, enthusiastic, responsible and thorough
  - attention to detail



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