

## **Job Specification**

**Position:** GRADUATE E-BUSINESS EXECUTIVE

**Responsible To:** E-Business Manager

**Open to:** High calibre undergraduates and graduates (see below).

**Job Summary:** Working in our E-Business department, you will be responsible for a variety of tasks involving our partner finance companies. Tasks may 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, procedures and profitability of general business practices
- Identifying and negotiating new partnership arrangements and renegotiating existing ones
- Producing reports for the E-Business Manager as well as carrying out routine tasks such as updating company stats systems with relevant partner performance data

For candidates with appropriate experience, tasks may also include:

- Liaising with IT to ensure any day to day technical issues affecting partners are resolved in minimal time
- Researching, planning and project managing the development of IT systems related to the E-Business Department, (in conjunction with the key IT staff)
- Other tasks required by the company

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

## **Personal Specification**

**Academic:** Honours Degree in a computing, science, technology, mathematical or business related discipline (minimum 2:1, or predicted minimum 2:1 upon graduation) and 3 grade 'B's or above at A-Level are desirable, although not essential.

**Experience:**

- Experience in a customer facing role desirable, preferably with customer relationship management and sales experience
- Experience in an IT / e-commerce or financial services environment desirable
- Web development or programming experience desirable (in particular - HTML, XML, PHP)
- Applications from less experienced, but high calibre, graduates and undergraduates will also be considered

**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
- Ability to self-educate yourself where required

- Able to use your initiative
- Personal Qualities:**
- Good interpersonal skills
  - Articulate, ambitious, enthusiastic, responsible and thorough
  - Attention to detail
  - Self-motivated and able to use your initiative where possible