



Freeman Automotive (UK) Ltd
EBC Brakes World Headquarters
Upton Valley Way East
Pineham
Northampton
NN4 9EF
Telephone: (01604) 583344
Fax: (01604) 587412

www.ebcbrakes.com e.mail: info@ebcbrakesuk.com

MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

Job Description – Forum Administrator

SUMMARY

As part of the sales team at EBC HQ in Northampton you will be actively involved in promoting EBC Brakes presence within Automotive, Motorcycle and Cycle Forum groups on a global basis. This position would ideally suit anyone who would consider themselves a 'Petrol Head'.

PRIMARY RESPONSIBILITIES

- Join Automotive, Motorcycle and Cycle Forums initially in UK with expansion World wide (where possible);
- To promote current range of EBC products in a positive way to Forum members to increase sales;
- To promote brand new EBC products to Forum members;
- To discuss with BDM Forum incentives to promote EBC products where applicable;
- To take on board any negative feedback from Forum members and discuss with EBC Technical Team to provide a solution;
- In some instances you may need to seek access from Forum owners/administrators to certain forums for business use.

KNOWLEDGE AND SKILLS

- Familiarity within owning or administrating a forum within the Automotive, Motorcycle or Cycle market (desirable);
- General knowledge of how Forums operate;
- Must be hard working, able to work as part of a team but also independently;
- Must be able to form good working relationships at all levels of the organisation;
- Ability to read, write, communicate and comprehend written and verbal instructions in English.

Full time 40.5 hours per week Monday-Thursday 08:00-17:30 and Friday 08:30-13:00. Part time would be considered for the right applicant.

Hourly rate £10-£12 per hour dependent on experience.