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

Job Description – Forum Administrator (12 month contract)

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;
- Highly motivated, must have a strong desire to deliver against targets and to a high standard;
- 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.

WORKING CONDITIONS

12 month term contract with a potential to move to a permanent contract.

The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.