

## JOB DESCRIPTION

### Background

Onwave are a small and fast growing business working in the IT Networking and Telecoms sector and based in Kings Hill, Kent. Onwave specialize in working with large multinational customers within the Construction and Utilities sectors. We support these customers with solutions and services based around mobile, Wireless and fixed line technology, we are an independent Internet Service Provider.

As well as providing connectivity services the business also works very closely with its customers to develop solutions which solve specific business challenges which means that we need great problem solvers and communicators.

We are now looking for a new member of staff to join our team that can make a real difference to our business. We want engaged and motivated individuals that are keen to understand technology, that have great interpersonal skills and that can take on and deliver tasks such as proposal writing, meeting and liaising with customers. The individual must have a strong commercial acumen and be able work efficiently and effectively within a small and close team.

As a small business you will be exposed to a huge variety of challenges from client meetings, to timely delivery of customer proposals.

### Key Objective

The objective of the new role is to remove workload from the Senior Management Team including the CEO and Head of Sales. As such the role will help support these positions, it is expected that over time the individual will be able to lead both technical and commercial discussions with the customer and take direct responsibility for individual sales and account management functions.

We would hope to give great exposure and growth potential to the right candidate, with the aspiration that the individual will grow and develop within the business to take on more responsibility with a view to a future senior position within the business.

### Responsibilities

The successful candidate will work closely with our Senior Management team to help support and develop business growth, typical responsibilities will include:

- Supporting the Managing Director and Head of Sales in delivering customer facing documents including: proposals, tender submissions, programme, presentations.
- Meeting with customers and support customers at service reviews, sales meetings
- Helping to support the development and documenting company processes and procedures, including the development of systems and processes which help streamline the business.
- Helping to support in the development of commercial proposals and pricing models for new products and services.

- Developing a comprehensive understanding of the current business and to keep up to date with technological developments and look at how these can be incorporated into the business plan
- To help manage the commercial aspects of complex solution sales which involve both Opex and Capex cost modelling.

#### **Accountabilities**

- Represent Onwave in an efficient and professional manner at all times
- Develop excellent product and business knowledge
- Consistently achieve targets
- Provide accurate and timely reporting and MI

#### **Requirements (Skills and Abilities)**

- Must hold an Honours Degree and preferably educated to Masters Level
- Excellent report writing and presentation skills
- Quick learner and adaptable
- Advanced Excel Skills
- Ability to communicate clearly and effectively with both technical and non-technical staff
- Motivated and self-directed individual that can operate within proper guidelines
- Exceptional communication and presentation skills
- Excellent organisation skills and attention to detail
- Strong work ethic, professional and positive attitude

#### **Other**

- Full Driving License