

JOB DESCRIPTION

Proposals and Marketing Assistant



Company Background

Onwave are a digital technology services business focused on delivering services into the construction and infrastructure market. Onwave provides a unique and affordable blend of business solutions ranging from connectivity through to software applications. Our unique solutions allow Onwave to collaborate and work with Blue Chip Customers within the UK and wider global market.

Objective of Role

- As part of the launch of our new SaaS product, aimed at delivering productivity and safety to key workers, we are looking for a Proposals and Marketing Assistant to join our rapidly growing team. Ensure the production of first-class customer facing collateral
- Consistently contribute to the development and profile of the Onwave brand
- Support the Sales and Marketing team to help drive continued growth of the business and its products, with the aim of supporting an organisation growth to a turnover of more than £50m

Main Duties

- Collate and manage social media
- Support of Bid documentation both technical and non-technical writing
- Developing and maintaining bid and marketing knowledge base
- Production of tender submissions and Customer proposals.
- Work collaboratively with members of the Onwave team and external partners to integrate their contributions and produce winning proposals.
- Assist in the production of any required Company marketing collateral: brochures, data sheets, case studies and presentations.
- Support teams in the preparation of Customer presentations
- Establish collateral in line with the company brand guide
- Support with production of marketing videos
- Production of Company Blogs

Experience and Abilities

1. Degree in Humanities, English, Marketing or similar or experience in a support role.
2. Willingness to work in a high paced business able to respond well to pressure and to think creatively.
3. Excellent written and presentation communication skills
4. Ability to interpret and present technical information concisely
5. Some experience of developing or working on websites and messaging
6. Understanding of Digital marketing media
7. To build trust, value others, communicate effectively, drive execution, foster innovation, focus on delivery to customers, collaborate with others, solve problems creatively and demonstrate high integrity.
8. Experience of developing, maintaining, and delivering on marketing strategies to meet Company objectives.
9. Have knowledge of marketing techniques and concepts.
10. Be an excellent communicator.
11. Be able to work well in a team and with a wide range of people

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12. Be organised and methodical, pro-active, and able to take the initiative.
13. Be well presented with a professional manner.