

---

## JOB ADVERT

### Techno-Commercial Assistant

### Competitive Salary

### Knutsford, Cheshire

Stopford have a fantastic opportunity for a Techno-Commercial Assistant to join the Commercial team to support the early-stage project delivery with a focus on supporting the sales process by following up new business opportunities.

This is a full-time, permanent position based at our offices in Knutsford with some hybrid working.

### Key Responsibilities include:

- As a Techno-Commercial Assistant you will support the sales process including the identification and evaluation of new business opportunities, proposal write up and support the commercial review.
- Creation and delivery of sales presentations.
- Collate sales data for monthly board meeting.
- Diary management for Managing Director and some event management.
- Background research on areas of business including preparation of technical reports.
- Attend project kick off meetings and regular progress meetings.
- Support with Stopford marketing activities.
- Support the wider commercial group as and when required.

### About you

- Fantastic communication skills, both verbal and written.
- Intermediate level office 365 skills, including word, Excel, Power Point, Outlook.
- Have the ability to grasp new topics and acquire new skills quickly.
- Possess excellent organisational skills.
- Aptitude for collecting and analysing data.
- Excellent communication skills in both written and verbal form.
- To be proactive and able to work on your own initiative.
- Will be expected to take responsibility for their own work.
- Collaboration with Stopford team and Partners.
- Ability to work under pressure and meet strict deadlines.
- UK driving licence.
- Eligible to live and work in the UK.

### The Company

Stopford is an international energy and environmental engineering company, our professional services span Technology and Innovation, Consultancy and Project Delivery.

We are an industry leader with a portfolio spanning research and development through to design and commissioning of process, power, and renewables technology. With a worldwide clientele in emerging and existing industries, we provide a full range of project management and engineering services.

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus payment (10%)
- Pension (5% employer and 5% employee)
- 25 days holiday plus bank holidays
- Additional day off to celebrate your Birthday
- Private medical insurance
- Employee assistance programme
- Free on-site parking
- Reimbursement of professional membership fees
- Long service awards

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK.

We look forward to receiving your CV for the post of Techno-Commercial Assistant.

**Closing date: 29 September 2024**

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommend that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

## Job Description

**Position:** Techno-commercial Assistant

**Group:** Commercial

**Location:** Knutsford, Cheshire, WA16 6LE

### Company Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

### Values

Our values guide the way we carry out our everyday activities to achieve our ambition:

- Responsibility – Committed to ethical and responsible actions
- Innovation – Innovation to create sustainable value
- Unrivalled expertise – Delivering a world class service
- Inclusivity – Working together with mutual respect
- Sustainability – Awareness at every opportunity

### Description

Reporting to the Commercial Director, the Techno-commercial Assistant will work within the Commercial team to support the early-stage project delivery with a focus on supporting the sales process by following up new business opportunities.

Working closely with the Business Development team and the Managing Director, the role will require the individual to provide good communication skills and an interest in working within a fast-paced environment.

### Key Accountabilities/Responsibilities

- As a Techno-Commercial Assistant you will support the sales process including the identification and evaluation of new business opportunities, proposal write up and support the commercial review.
- Creation and delivery of sales presentations.
- Collate sales data for monthly board meeting.
- Diary management for Managing Director and some event management.
- Background research on areas of business including preparation of technical reports.
- Attend project kick off meetings and regular progress meetings.
- Support with Stopford marketing activities.
- Support the wider commercial group as and when required.

### Minimum Requirements – Education and Experience

- Fantastic communication skills, both verbal and written.
- Intermediate level office 365 skills, including word, Excel, Power Point, Outlook.
- Have the ability to grasp new topics and acquire new skills quickly.
- Possess excellent organisational skills.
- Aptitude for collecting and analysing data.
- Excellent communication skills in both written and verbal form.
- To be proactive and able to work on your own initiative.
- Will be expected to take responsibility for their own work.
- Collaboration with Stopford team and Partners.

- Ability to work under pressure and meet strict deadlines.
- UK driving licence.
- Eligible to live and work in the UK.

**Company Wide Aspects**

- Adhere to Stopford's Business Management System.
- Align with and promote Company Values and Vision.

**Review**

The above is not an exhaustive list of duties and you may be expected to perform additional tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.