

## **Openbrolly Project and Commercial Assistant (Home-working/Office based)**

Openbrolly is a successful software services company, established in 2000 and based in Moray, Scotland. We provide software products and cloud solution services globally and specialise in hosted services to B2B who market film production locations and services. It's our mission to work collaboratively with clients on their journey, providing solutions that enhance their visions, ideas and creativity. Solutions that provide stability, control and reassurance. We work hard to get every detail right, providing the support our clients need every step of the way. Because of this we are looking to expand our team with a confident individual who will support our business strategy and development activities in B2B commercial sales and project management.

The successful person will be accountable to the managing director, supporting projects by co-ordinating activities and communications, working with clients and stakeholders, and undertaking new sales development and conversions.

This post will be primarily home based and is offered on a part time or full time basis with flexible working available. Salary is £17 - £25k, full time / part-time options available (equivalent pro-rata).

Some business travel may be required.

To apply, please send your CV and hours / work environment expectations to:

[enquiries@openbrolly.com](mailto:enquiries@openbrolly.com).

## Job description:

Title: Project and Commercial Assistant

As Project and Commercial Assistant you will be responsible for Commercial and Contractual matters on assigned projects including developing sales plans and generating and converting global B2B sales leads.

### What You Will Do:

- Providing robust guidance to management team and clients on all commercial and contractual matters related to executing projects in strict compliance with the Contract and/or supporting procurement activities
- Attend progress and other meetings as necessary to represent the company's interests
- Assisting the management team, as required, ensuring contracts are completed on time and within budget
- Sales forecasting and profitability reporting in line with business requirements
- Coordinate company and client on assigned projects (maintenance of project documentation, plans and reports), directing and coordinating project work (assigning tasks, controlling schedule, updating risk/opportunity registers, schedule updates, financial updates)
- Contribute to process improvements, documentation updates, new system implementation and planning
- Maintain and update company websites and social media updates.

## Main Duties

- Coordinating sales enquiries and sales development activities
- Ensure that relevant management information is captured and analysed

- Coordinating projects plans
- Developing training and briefing material for staff and clients
- Communicating with clients to determine needs
- Conducting research to identify new sales opportunities
- Provide ongoing account support to existing clients, informing them of new products and services, changes, upgrades and enhancements and interacting with them via email, user groups and the community

## Areas of expertise:

- Communication
- Planning and coordinating project work
- Handling sales enquiries and follow up
- Customer satisfaction
- Problem solving

## Skills and Abilities

- Able to multitask
- Teamworker
- Process oriented
- Initiative, ability to manage time
- Good written and spoken communication
- Familiarity with standard office software (Word, Excel, Access, Google , Hootsuite, Mailchimp etc.)

## Experience Needed

- Experience in client engagement and sales development activities and conversions at a B2B level

- Participated in projects as project coordinator or project management assistant
- Worked effectively in a team
- Experience in planning and process improvement

## Experience that will be useful but not essential:

- Project management and CRM
- (Business) Social Media management
- Design - UI / UX, experience with Adobe xd, content creation
- European languages
- Generating and converting sales internationally
- Experience with wordpress, cloud-based software and SaaS products
- GDPR compliance