



Job Vacancy – Business Operation's Executive

Leading early stage advance materials company based in Belfast looking for a smart adaptable business executive to join our team. Must be self-motivated and able to help us drive our marketing and administrative functions. Ideal for someone wanting to turbo charge their experience

MOF Technologies - a world leader in a new class of materials called MOFs, has recently raised significant investment, and is now looking for an exceptional candidate to support us as we move into a new phase of the company's growth.

This is an outstanding opportunity for a recent graduate with business and marketing knowledge to put their learning into practice. As a business operation's executive, you will gain a deep insight into all aspects of the company's operations and will be given levels of responsibility well beyond your expectation. Working with a vibrant team, you will be immersed in strategic and operation analysis, as well as having an opportunity to take a lead role in driving our marketing projects and business opportunities forward.

The appointee will take advantage of the freedom offered to them in a creative and entrepreneurial manner. This role would suit a very bright graduate. Experience in a commercial environment is highly desirable but not essential. Duties will be varied and challenging but will typically include:

- Managing client/sales/prospect lists – keeping in touch with contacts, maintaining excellent professional relationships
- Undertaking financial and marketing research on potential new customer and market opportunities along with competitor analysis. Being willing and able to provide an opinion and insight based on this research.
- Manage and contribute to the company marketing strategy including both digital and traditional media outlets along with helping to build the company brand and identity.
- Managing client meetings, including liaison with internal and external contacts and preparation of supporting materials needed.
- Managing business networking events, along with company social events.
- Arranging board and management meetings as well as other administrative work.



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- Responsible for all office management – finding new offices, procurement, vendor management, setting up meeting rooms, welcoming guests, etc.

Candidate Profile:

- 2.1 or above degree in Marketing/ Business from a leading university is essential with a passion for business
- Full time commercial work experience is useful
- Chemical / manufacturing industry experience is also advantageous
- Thorough understanding of social media platforms such as LinkedIn and Twitter
- Excellent analytical skills and ability to think strategically
- Good attention to detail and accuracy
- Take ownership and accountability for work
- Willing to get involved in ad hoc projects with a can-do attitude
- Ability to demonstrate initiative, suggest improvements to current systems as well as establishing new processes
- Must be a team player with excellent interpersonal and communication skills
- Hard working and tenacious
- Essential systems experience – strong Microsoft Office suite with Google Docs an advantage
- Flexibility as some work will be irregular hours with potential for occasion travel

Remuneration:

Starting Salary – Competitive with good benefits

Holidays:

25 days annual leave plus statutory days.

If you are interested in this role, please send a copy of your CV to contact@moftechnologies.com