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Marketing & Communications Administrator

The Role:

The purpose of this role is to provide the Business Development team with market research and pipeline development support in addition to client relationship management and business administration. This will involve communicating both internally across the group and, with external customers and professional construction industry entities. The primary responsibility will be providing support to the Business Development Team, as an integral part of the work winning and customer focus processes. Additionally, this role will include the project research across the business for support in our external communications campaign. This may include drafting and proof reading press releases and internal communications.

Key Responsibilities:

Market Research & Analysis

Undertake market research and analysis on the industry in the relevant target sectors in addition to target projects and clients. This will help understand client drivers, competitor strategies and assist in determining our teaming plan.

Assist in the population and management of sector plans and key account plans and help ensure that the relevant members of the leadership team are attending client meetings on a regular basis and to ensure you capture the outputs from the meetings and track any actions.

Marketing and Communications

Assist with collating and filing 'evidence' data from project teams, covering examples of innovation, value engineering, time/cost benefits, public relations in the community, key performance indicators and best practice/lessons learnt. This will support the communications strategy and the person will work in conjunction with our external PR agency.

Input into material for Company/business unit publications and presentations and website
Ensure compliance with corporate branding guidelines

Marketing administration

Assist with data entry on the opportunities database and live project list to enable weekly reporting to managers

Maintain comprehensive records/files of all customer meetings, marketing intelligence gained, brochures, leads etc...

Contribute to improving the performance of the team by proposing new ideas and implementing change when requested to do so

Carry out any other duties required by the Company

Key measures & targets:

Input to updating the Opportunities Database to achieve correct weekly status

Maintaining and driving comprehensive records from all regions regarding projects and campaigns in order to drive the external communications strategy forward

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Key relationships:

Business Development Director, Marketing & Communications Manager, Regional Heads and Site Teams in addition to external stakeholders and contacts.

Key support services across Barhale and external customers, and professional construction industry entities

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Experience of collating information for document compilation and production

High standard of written English

Strong attention to detail

Good communication skills, including professional telephone manner

Ability to liaise with staff/operatives of all levels within the Company

Proficient with Microsoft Office, InDesign a bonus

Positive and confident, with drive, enthusiasm and passion

Good organisational skills with a methodical/systematic approach

Ability to work in a team and also on own, using own initiative

Excellent time management skills, with ability to work to tight deadlines

Desirable

Experience in a similar role

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

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Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers.southern@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.