

Job Description:

Title: Business and Operations Manager

Reporting to: Chief Executive

Purpose of the Job: Conduct day-to-day administration and operational tasks under the direction of the CEO. This responsibility will include (but is not limited to) administrative tasks, recruitment, strategy planning, keeping contact notes, developing new contacts, action list preparation and attending meetings both in and out of the office.

Duties & responsibilities:

Operational management:

To be responsible for the day-to-day running of the company and administrative issues. To help in projects co-ordination, logistics, headhunting, procurement of resource and management.

Business development:

To assist in marketing, presentation, conference organisation and implementation. Lead, motivate and manage teams and support all aspects of business projects. Regular visits to Client sites presenting to between 20 and 40 senior executives on behalf of mi2g.

Project management:

Take responsibility for client satisfaction for all work conducted by mi2g and/or its subcontractors and to assist in deal making and signing contracts with suppliers of software development, data centres and ISPs. Work with teams and subcontractors to ensure everyone understands the project 'end-goal', to ensure delivery to the client on time and within agreed budgets

The ideal Candidate should have:

Previous experience of large account or project handling.

A demonstrable track record of project and team management.

Excellent organisational, communication and time management skills

**Person
Specification:**

Nice to have:

- ✓ Financial Services knowledge

Ability to present:

- ✓ Budgets and Plans
- ✓ Schedules
- ✓ Business Models

A degree in any of the following from a recognised university:

- ✓ Computing
- ✓ Engineering
- ✓ Information Systems Management

The essential attributes for this role are:

- A formal business training
- An attitude to get things done
- A strong ambition and commitment to the role
- An ability to search & find problems
- A strong team player with the ability to train, tutor & lead
- Innovative ideas followed by clear planning & implementation
- Strong leadership and presentation skills
- Ability to thrive under pressure
- International mindset
- Self motivation and a determination to succeed
- Personal Skills: -
 - Highly numerate
 - Good team player
 - Able to communicate at the highest level and to sell your ideas to those who need to be persuaded of your viewpoint
 - Good at building relationships
 - Entrepreneurial
- Circumstances: -
 - Live within 60 minutes of the office
 - Prepared to work the necessary hours to deliver the agreed targets
 - Able to work the odd weekend if necessary
 - Good health – health check will be undertaken