



Job Description:

Title: **Communications Manager**

Reporting to : **Managing Director**

Background Information on mi2g software as a company:

mi2g software works with financial services groups, both large and small, to change and eEnable their entire business. We automate our clients' business in such a way that they and their customers can use the World Wide Web both to increase their business volume and reduce their overall cost base.

Our eBusiness Solutions Engineering pays particular regard to security. We advise on the management of eRisk, and incorporate Bespoke Security Architectures in our solutions.

Our clients are mainly from the banking, insurance and reinsurance sectors. We build highly secure intranets and extranets, eCommerce communities and data warehouses that are specifically constructed for data mining, Customer Relationship Management and cross-selling.

The company's ethos is to employ innovative, hard working and dynamic individuals who are able to work in a team environment. They can expect to be given responsibility at an early stage and to contribute ideas and solutions to concepts and problems.

Purpose of the Job: The role within mi2g software is to be responsible for all communications and the development of a communication strategy within mi2g. The candidate will be responsible for the relationship management of clients, the production and control of all PR activity, the management of corporate events and networking in order to promote the interests of mi2g within the marketplace.

Duties & responsibilities:

The Communications Manager will be responsible for:

1. All Communications externally and internally within mi2g
2. The first point of contact for all PR issues
3. Conference Organisation
4. Production of Marketing Material
5. Production of Press Releases
6. Working closely with the Marketing Director
7. Promotion of mi2g within the marketplace

The ideal Candidate should have: Previous experience of large account handling and an excellent understanding of Financial Markets and a good understanding of eBusiness implementation

**Person
Specification:**

Demonstrable track record of account team man management.
Excellent organisational, communication and time management skills

A good understanding of:

- ✓ Financial and Computer Press
- ✓ TV and Audio-Visual Presentation Knowledge
- ✓ eBusiness strategy
- ✓ b2b financial services vending
- ✓ Internet security issues

Nice to have:

- ✓ MS PowerPoint experience
- ✓ Insurance and Banking background
- ✓ Presentation Skills

Ability to present:

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

Degree in any of the following from a recognised university:

- ✓ Business Administration
- ✓ Sciences
- ✓ Arts

The essential attributes for this role are:

- A formal business training
 - An attitude of getting 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
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- **Personal Skills:**
 - Highly literate
 - Attention to detail
 - 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
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- **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

Salary Package: TBA

Hours of work and holiday entitlement

- 20 working days holiday rising to a maximum of 24 days
- Hours 9:00am to 6:00pm Monday to Friday ideally but negotiable.

Company Benefits:

- Ongoing personnel development and training