

Role Profile: Operations

Job Title	Portugal Representative & Ibero-America Assistant
Grade	self-employed, appointment contract minimum one year, renewable
Department	Regional Development
Reports to	Ibero-America Regional Manager

Position Summary

The role exists to:

- provide a local, improved service to members in the country
- improve member recruitment in the country
- To work as Assistant for the Region Ibero-America

Supervisory Responsibilities

The supervisory responsibilities of this role are:

- to work on a peer-to-peer basis with other reps and members of other teams internally and externally

Main Duties

The main duties of this role are to:

- promote the safe and effective use of powered access in the country
- carry out visits to members and other contacts in the country
- liaise with government and industry organisations
- recruit new IPAF members, new training centres and promote IPAF's training courses, within the mobile elevating work platform and mast climbing work platform industry
- be responsible for institutional relationships and contacts
- organise, promote and participate in trade exhibitions in the country on behalf of IPAF
- supervise marketing activities liaising with the IPAF marketing department
- speak knowledgeably at conferences and seminars
- Be responsible for assist Reps and Members in all Ibero-America region

Skills and Qualifications

To be successful the role holder will be:

- the holder of a relevant business qualification
- able to demonstrate effective communication abilities
- able to demonstrate excellent writing and presentation skills
- proficient in the use of Word, Excel, PowerPoint, Outlook
- excellent in negotiation and decision-making skills
- able to demonstrate attention to detail
- able to demonstrate good organisational skills and interdisciplinary thinking
- effective in following up as required

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- proficient in English and Spanish as the business operating language
- a native Portuguese speaker
- holder of a current, full driving licence

Experience required

To be successful the role holder will have:

- experience of the construction machinery sector
- good knowledge about industrial safety issues
- demonstrate relevant successful experience in a similar role

Responsibilities and Attitude

To be successful the role holder will:

- imaginative and enthusiastic
- creative, insightful and knowledgeable
- a clear thinker under pressure
- passionate and challenge driven
- be keen to work in an international environment
- able to work effectively from a home base or office base near a well-connected city
- demonstrate the ability to work well within a team
- be available for occasional travel outside the region
- be available to attend trade exhibitions on behalf of IPAF
- be willing and able to organise their own travel
- have excellent PR skills

Specialist Training required

To be successful the role holder will be willing to undertake:

- training in CMS

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