

Job Description

JOB TITLE:

Regional Representative – Middle East

SUMMARY OF OBJECTIVES:

Prefabricated Access Suppliers' & Manufacturers' Association Ltd (PASMA) is currently looking to recruit a pro-active self-motivated individual who will be responsible for the growth and recognition of the PASMA brand across the Middle East and provide input to PASMA's overall international strategies via liaison with the Head of the International Development.

DUTIES & RESPONSIBILITIES:

Membership

- Identifying and recruiting new and sustainable members
- Supporting existing and new members
- Assisting prospective members with the application process from start to finish
- Attendance and participation at Panel and other meetings as required
- Arrange and attend events to support members as required across the allocated region
- Liaising with the Head Office as required

Stakeholder Engagements and Brand Recognition

- Represent PASMA to relevant Government departments and Standards authorities
- Promote PASMA as the name for mobile access towers across the allocated region
- Identify and build relationships with various stakeholders to develop the PASMA brand throughout the allocated region

Localisation

- Assist, advise, and consult on the efficacious localisation of PASMA training modules and support materials
- Work with local standard authorities to ensure PASMA meets all local requirements wherever possible

Reporting

- Regular reporting of existing and prospective members and project progress
- Reporting at Team Meetings

- Agree and meet set KPIs for the allocated region

Finance

- Support the Head of International Development with on-going forecasting for the allocated region
- Support the Head of International Development with budget completion prior to each fiscal year

REPORTING TO:

Head of International Development

WORKING HOURS:

8 days per month, potentially increasing to 10

SALARY:

Day rate plus commission and reasonable expenses

ADDITIONAL REQUIREMENTS:

- Must provide a fully equipped office to work from and attend virtual meetings as required
- Must be able to attend face-to-face meetings across region as required
- Will require secure storage facilities of PASMA related documents, materials, and records
- Must hold required full passport/visa to work and permanently reside within the country of residence
- Must hold a full driving license applicable to the country of residence
- Will be required to arrange own visas and travel as needed