

DELEGATIONS MANAGER

Introduction

The Oxbridge Research Group (TORG) is the UK's leading academic research company, contracting more than 2000 academics from Oxford University and Cambridge University.

Through our team of expert scholars, we provide a range of academic, commercial and career services for international and UK students, institutions and businesses.

The Position

TORG is looking to appoint a Delegations Manager to ensure that all commissioned projects are allocated to appropriate writers and editors.

Reporting to the Writing Department Manager, your principal duties will include:

- Overseeing the high volume of clients' briefs as and when they come through to the Writing Department, having first passed through the Sales Team
- Selecting an in-house writer or editor to complete the task within the stated deadline
- Putting any briefs, for which there is no suitable in-house academic available, out to tender via the portal
- Overseeing the resultant bids from external academics and selecting the most appropriate person to complete the task
- Making sure that all in-house and external academics' working schedules are updated when briefs are awarded

Requirements

Essential

- Excellent IT skills
- Excellent academic background
- Good people management and confidence in working closely with in-house academics
- Attention to detail
- Familiarity with UK and international academic levels and subject areas
- The ability to work well under pressure to ensure that deadlines are met

Package

- Full-time permanent role
- Starting salary: £25,000-£30,000 per annum plus performance-related bonus
- Company pension scheme
- Company healthcare scheme

To apply: Please send a cover letter and CV to joea@torg.co.uk