

JOB DESCRIPTION

MANAGING DIRECTOR

Post: Managing Director (full time), from April/May 2018
Location: Brussels, Belgium / flexible

Background:

Resilient flooring manufacturers produce and supply a substantial amount of extremely durable and impermeable flooring products made out of synthetic and natural materials to the European flooring market. They constitute one of the main pillars of what is officially described as the European floorcoverings industry, the others being carpets, laminates, natural wood and parquetry, ceramics and natural stone etc. The durability of resilient flooring and the huge variety of designs on offer, make them the prime choice of architects, specifiers and end-users for interior spaces in commercial public and private buildings as well as transport vehicles, within Europe and its export markets. The European Resilient Flooring Manufacturers' Institute - ERFMI - was incorporated in 2002 as a Not-For-Profit association according to Belgian statutes and is backed by 17 leading flooring manufacturers and brand owners. It is the voice of the sector at the European policy arena both at the EU and at the national government levels. The members who are a blend of large and medium size companies, enjoy the benefits of professional coordination and representation on EU and international standards, technical improvements and sustainability initiatives. The institute has a vision of enhancing the growth of the sector by influencing policy, helping to highlight, reduce and prevent market failures and barriers to trade in the single market, as well as showcasing its members' positive contribution to humanity's well-being by their perpetual design-lead innovation, quality leadership and sustainability programmes.

Description of the Post:

This is a Managing Director's role with the expectation of managing both the Institute's day-to-day affairs as well as participating in shaping the institute's strategic vision along with the president and the Executive Committee members. The Managing Director is responsible for identifying emerging issues and opportunities impacting the flooring industry's common interests in the short, medium and long term and for devising and proposing appropriate strategic actions. The successful candidate will also be leading the implementation of ERFMI's strategy in the most optimum ways, with key thrusts in the following 15 areas:

- Representing clearly and positively the common positions and views of the ERFMI stakeholders with one voice to the EU institutions.
- Organising and managing the secretariat's priorities, workload and communications to support the members, ensuring their concerns are duly represented by the policy and standards positions adopted by the institute.

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- Dynamic adherence to the highest levels of transparency, confidentiality and legislation on registry of interests and competition laws including the disciplined review of relevant procedures and records that guarantee such compliance.
- Sound financial and fiscal management of the Institute such that it can achieve its strategic objectives of growth, performance and visibility.
- Acting as the public face of the Institute in the media, in events and conferences and building a strong publicity network with other stakeholder associations across the spectrum of technology, flooring, construction and materials sectors.
- Working with grant-generating bodies of the EU to secure EU funding support for projects of strategic interest to members as well as taking the lead in such projects.
- Leading and convening the important Technical Committee 134 for resilient flooring in Europe.
- Managing ERFMI's new PVC recycling sector initiative "ReVinylFloor", growing its participation and making tangible progress towards the adoption of circular methods of material usage, with clear and defined targets and in liaison with key affiliate organisations, namely "Vinylplus" and others.
- Constructively engaging with ERFMI members' functional experts and leading their efforts towards specific marketing, technical and sustainability outcomes the Institute is driving towards.
- Project management and monitoring of the specific activities agreed by the members whilst eliciting from them the right provision of resources in expertise and capital.
- Informing the members in a timely and engaging fashion using multi-platform media to ensure swift decision making for a consistently fast response to policy challenges and calls for evidence.
- Being part of and playing an active role in EFCA [European Floor-Covering Association], the organisation handling the areas of common interest across all pillars of the floorcovering industry.
- Being an active member of the board of the Building and Construction Division of EuPC [European Plastic Converters].
- Collaborating with a network of national and supranational associations in Europe such as ECRA, EPLF, MMFA and others, in developing and promoting policy positions that challenge and reduce asymmetrical national regulations in our industry sector for the benefit of competition and growth.
- Measuring the efficacy of the Institution's efforts, eliciting targeted feedback on performance against objectives and sharing these in the form of an agreed KPI dashboard with the executive committee and the membership.

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The successful candidate will be able to demonstrate:

- 5 – 10 years of relevant managerial experience in either a large company or senior managerial experience in an SME with strategic responsibilities.
- 3 – 5 years of experience in the resilient flooring sector or other related field.
- Degree-educated with an MBA or other business postgraduate qualification desired but not essential.
- Experience of policy-making and advocacy, preferably with EU or national government institutions.
- Excellent communication skills with advanced command of the English language in both oral and written forms and at least one other European language, with French and German desired but not essential.
- Advanced negotiation, project management and influencing skills with a track record of brokering beneficial and balanced breakthroughs preferably in multi-party and international settings.
- Networking prowess in creating long-standing professional relationships that stand the test of time, change and distance.
- Proven record of developing business and marketing plans to deliver committed financial results.

Details of employment:

The Managing Director will be reporting to the President and the Executive Committee of ERFMI.

This position is a full-time role which will be primarily based in Brussels. The successful candidate must also be free to travel to other European locations on a periodic basis as the work of the Institute may require.

ERFMI provides a competitive salary package for the successful applicant. This will be negotiable and subject to experience and qualifications.

Please forward your CV and covering letter to Mrs Cheryl Alty, calt@altro.com as soon as possible, and no later than the 12th of March 2018.

For further information on the activities of ERFMI, please visit: www.erfmi.com