

## Norbord Europe - Job Description

**Job Title:** Market Intelligence Graduate Trainee  
**Location:** Cowie, Stirlingshire  
**Reports to:** Market Intelligence Manager  
**Date Prepared:** May 2018

### Background and duration

Norbord is seeking a bright and enthusiastic graduate looking to gain an insight into the analytical functions of a European wood panel manufacturer. This is an opportunity to learn and become involved at first hand in a range of business analytical projects in a small but extremely busy commercial department.

### Main Purpose of Position:

Working with an advanced level of Excel with knowledge of statistical/BI systems such as Tableau/BI Power Tool highly desirable, the graduate trainee will play an integral role in terms of supporting the Commercial and Marketing team with accurate and much needed reporting information/data, as well as lead in terms of maintaining departmental databases and providing ad-hoc “decision support” relating to the business and sales performance.

Provide information collection analysis & reporting functions to Norbord Europe for -

- Macro economics
  - Product supply & demand
  - Geographic markets
  - End-use/Customer/Channel segments/Value chain analysis
  - Project & product development analysis
  - Campaign analysis
- Gather and interpret external and internal information (including the impact of external information on internal processes) and communicate using appropriate and relevant tools
  - Presentation support for Commercial/Marketing functions
  - General support to Marketing Group
  - Marketing & Sales project analysis

### Key Responsibilities

- Establish, maintain and communicate user friendly data bases for 5 above-mentioned areas: business decisions making models, macroeconomics, product supply/demand, geographic segments and market end-use segments
- Support Marketing and Sales Group in presentation preparation for:
  - Customers
  - Internal use – for all departments
- Provide a variety of other support services to Marketing function

#### OUR VALUES



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**Role interfaces with:**

- Customers at various levels
- Internal Norbord at all levels and throughout all functions/departments/geographies

**Person Specification**

- Minimum bachelor degree - preference given to degree in business studies, marketing, economics, statistics or finance areas
- This role would suit a graduate with some work experience
- Highly numerate with strong statistical working knowledge - experience of preparing market statistics would be desired
- Ideal entry point for a willing team player with a strong work ethic in a dynamic company
- Excellent IT Skills including all aspects of MS Office.
- Expert knowledge of Excel and advanced skills in PowerPoint.
- Technical expertise to extract and manipulate data and identify trends.
- Strong people and communication skills – written, verbal, presentation
- Able to work with efficiency whilst maintaining accuracy when against tight deadlines
- You will also need to be a self-starter and able to work at times on your own as well as in teams
- Good starting point for someone to advance later into management

**About Norbord:**

Norbord is one of the world's leading manufacturers of engineered wood-based panel products. Our products, all FSC® certified, are used extensively in the construction, DIY and furniture sectors. Find out more at [www.norbord.co.uk](http://www.norbord.co.uk)

OUR VALUES



TRUST



EXCELLENCE



CUSTOMERS

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