



**JOB TITLE:** Research and International Support Associate

**COMPANY:** O.C.O Technology Group Ltd

**LOCATION:** Avonmouth

**REPORTS TO:** Head of International Development

**RESPONSIBLE FOR:** Supporting International business growth and projects

**INTERACTS WITH:** Commercial, Technical, R&D, Engineering and Projects Teams

**HOURS OF WORK:** 37½ hours per week, typically 9am to 5pm Monday to Friday but with flexibility to meet the needs of the role

### JOB PURPOSE

This is an exciting opportunity designed to support the growth and expansion of O.C.O Technology Group's international business. You will gain exposure to a wide range of functions, including Technical, Commercial, R&D, Operations and Engineering, while building the skills and experience needed for a successful career within our company.

Ideal for a recent university graduate or a person early in their career with a scientific or environmental background, experience and a strong ambition to develop in a technical and commercial environment.

The purpose of this role is to:

- Carry out in-depth research across global markets and regulatory regimes
- Support Project Owners in advancing delivery of existing projects
- Support the technical and regulatory delivery of new projects
- Administrative and reporting support for the International Team as required

### KEY DUTIES

- Conduct research across global markets and regulatory frameworks to identify restrictions, barriers, and growth opportunities.
- Support Project Owners in delivering business plans and advancing international development initiatives through data gathering and evaluation.
- Assist with technical and regulatory aspects of new projects.
- Collaborate with commercial teams to nurture relationships and ensure effective communication for new and existing international projects.
- Contribute to technical aspects of projects alongside the Director of Technology and Sustainability.
- Ensure full compliance with all Company policies and procedures including, but not limited to, Health and Safety and Employment.
- Actively support and contribute to the maintenance and continuous improvement of management systems, including: (CMS, ISO6001, 9001,14001 and 45001)
- Undertake ad hoc projects as requested by the Head of International, within the skills and capabilities of the jobholder



Rushlight Awards  
Winner 2020/21



ISO 9001  
ISO 14001  
ISO 45001

Certificate Number 11259

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Unless stated, all UK subsidiaries are registered at Larkshall Mill, Thetford Road, East Wretham, Norfolk, United Kingdom IP24 1QY.

A member of the O.C.O Group of companies, the UK parent of which is O.C.O Technology Group Limited (registered in the UK Company Number 15112154)

O.C.O Technology Ltd. Registered in England. Company No: 07247345

Registered office: Larkshall Mill, Thetford Road, East Wretham, Norfolk, United Kingdom IP24 1QY

**ESSENTIAL SKILLS / EXPERIENCE**

- Strong proven research skills across diverse subjects.
- Proven ability to work effectively in a team environment.
- Professional and scientific approach to problem-solving and report development.
- Ability to work independently, prioritise tasks, and meet deadlines.
- Excellent communication and presentation skills at all levels.
- Flexibility to work across multiple UK locations and occasionally travel internationally.
- Proficient in Microsoft Word, Excel, and PowerPoint
- Full UK driving license

**DESIRABLE SKILLS / EXPERIENCE**

- Degree or diploma in a relevant discipline (e.g., Environmental Science, Sustainability, Business).
- Second language skills
- Artificial Intelligence (AI)
- International environmental legislation

