



## Job Description

**Position:** Solutions Design Executive EMEA

**Location:** EMEA – Remote/Field Based (Travel Required)

**Department:** Business Development

**Reports to:** Solutions Design Lead Global

**Employment Type:** Full-Time

### Company Overview:

Moy is a global leader in the supply of high-performance rooftop waterproofing systems, with headquarters in the UK and Ireland. Our reputation is built on the delivery of innovative and long-lasting waterproofing solutions, combined with exceptional technical support. We serve a diverse portfolio of high-profile clients across the globe and are committed to maintaining our position at the forefront of this competitive industry.

### Job Summary:

The Solutions Design Executive – EMEA plays a key supporting role in the development and delivery of high-quality, competitive roofing system specifications for projects throughout Europe, the Middle East, and Africa. Working closely with the Solutions Design Lead and cross-functional teams, this position ensures that all project specifications are aligned with client needs, regional codes, and compliance standards. The role also contributes to content development, industry insights, and documentation quality—supporting Moy’s commitment to technical excellence and market leadership.

### Key Responsibilities:

#### Specification Support and Compliance

- Assist the Solutions Design Lead in producing accurate project specifications and documentation.
- Gather and interpret regional building codes, certification schemes, and compliance requirements.
- Prepare detailed submissions for technical teams, including:
  - Technical submittal packs
  - System calculation requests
  - Certification summaries and compliance matrices

### **Technical Coordination & Client Engagement**

- Act as a technical liaison between Business Development Managers, internal Technical teams, and clients.
- Attend and contribute to project meetings (virtual and in-person) to support design discussions and technical clarifications.
- Support face-to-face workshops, site visits, and stakeholder engagements across EMEA.

### **Documentation & Handover**

- Contribute to the development of comprehensive project handover files for Commercial and Operations teams.
- Ensure all documentation meets internal quality and compliance standards.
- Track document versions and maintain organisation of specification materials.

### **Content Development & Market Insight**

- Support the creation of white papers, CPD topics, and technical presentations under guidance from the Solutions Design Lead.
- Monitor market trends and technical developments relevant to the building envelope and specification landscape.
- Collaborate with the Marketing team to supply accurate and timely technical input for campaigns, product launches, and positioning content.

### **Team Integration & Development**

- Participate in team meetings, training sessions, and ongoing technical development—both in person and remotely.
- Maintain a strong feedback loop with stakeholders to support continuous improvement in specification delivery.

### **Cross-Department Collaboration**

- Reports to: Solutions Design Lead – working on daily priorities and delivery schedules
- Commercial Interface: Collaborates closely with Business Development Managers to support pre-sales and project discussions



- **Technical Coordination:** Works with internal Technical teams to ensure precision in specifications and system calculations
- **Marketing Support:** Provides technical contributions to support messaging, campaigns, and content development
- **Stakeholder Loop:** Maintains consistent feedback and documentation updates across all departments

### Required Skills & Experience

- Experience in roofing, building envelope, or technical specification development (1–3 years preferred)
- Basic understanding of regional building codes and certification standards across EMEA
- Excellent written and verbal communication skills
- Strong organisation and attention to detail in preparing documentation and presentations
- Proficiency in Microsoft Office, project tracking systems, and familiarity with CAD/specification software (e.g., NBS Chorus, AutoCAD)
- Confidence in supporting client-facing technical discussions and workshops
- Team player with a proactive, solutions-focused mindset
- Willingness and ability to travel across the EMEA region for project and client meetings



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