

# Marketing and Social Media Assistant

## Job Summary

We are looking for a passionate Marketing and Social Media Assistant to support the Marketing department of our company in its primary and administrative duties.

## Responsibilities and Duties

Assisting the Marketing and Social Media Coordinator in;

- creating promotional materials such as design and template marketing documents, newsletters, leaflets
- assistance in organising marketing events and liaising with venues and suppliers
- researching and collating target markets
- daily administrative tasks to ensure the functionality and coordination of the department's activities
- maintaining social media accounts
- project administration and marketing campaigns
- diary management
- day to day office duties

## Qualifications and Skills

We are looking for someone who is:

- Enthusiastic
- Proactive
- Works well within teams
- Good communication skills
- Familiar with Microsoft Office package
- Interested in various social media platforms

Some marketing experience/education and basic experience in Adobe Creative Cloud or similar would be advantageous, but not essential.

## Benefits

- 25 days holiday plus Bank Holidays
- Life Assurance/Private Medical (upon reaching qualifying period)
- On-site parking

Job Type: Full-time

Closing Date: Tuesday 21 November 2017 at 12 noon  
No Agencies Please

