



Marketing Assistant

We are looking to appoint a Marketing Assistant to carry out various day-to-day marketing activity including content creation, social media, email marketing, and print and merchandise. The successful candidate will support in delivering the business marketing plan.

Key Duties & Responsibilities:

- Researching content and keeping updated with industry news
- Creating content such as blogs, emails, case studies, video, and infographics
- Ensuring media resources are updated regularly and well organised, including taking photos, gathering stock images, and basic graphic design work
- Writing and scheduling social media content across all channels, engaging with followers, monitoring and responding to comments
- Reviewing and reporting on social media and email performance
- Assist with the creation of email campaigns including data segmentation, content writing, A/B testing and email creation
- Organise marketing stock and distribution including gathering quotes, placing orders and maintaining relationships with suppliers
- Monitoring the marketing email inbox and be the first point of contact for marketing requests

Key Competencies & Skills:

- Experience in a similar marketing role would be preferable
- Excellent IT skills including Microsoft office, WordPress, Mailchimp (or similar) are essential
- Excellent written communication skills including grammar is essential
- Great attention to detail is required
- Organisation and prioritisation skills
- Hard working, team player

To apply for this role, please email your CV to the email address below, or contact Dave if you have any questions about the position.