

# Marketing Assistant

<b>REF:</b>	<b>WSL 1</b>
<b>Job Title:</b>	Marketing Assistant
<b>Company Description:</b>	Marketing Agency
<b>Start Date:</b>	Before the end of August 2012
<b>Duration:</b>	6 to 12 Months
<b>Remuneration:</b>	£550 per Month (to help with accommodation and subsistence costs)
<b>Location:</b>	West Sussex

## Job Description:

This is a brand new role within the company and thus gives the successful candidate to really make their mark in this company. This is an exciting and key role with incredible opportunities to make a real difference working directly alongside the Managing Director and her team in a young, fast and growing company. The role will encompass a whole range of skills some of which will naturally develop during the development of the role and as you will be working within a Marketing Agency any knowledge or previous experience in any area related to the company activity would be extremely beneficial.

Working closely with the Managing Director on a daily basis the successful candidates key responsibilities will include:

- Attending monthly marketing meetings, on and off site alongside the Managing Director
- Taking notes of action points, suggestions and tasks and ensuring that these are followed up post meeting
- Creating from the company's tailored marketing templates monthly marketing reports and budgets
- Maintaining marketing and budget reports
- Liaising with the Client Services Manager to ensure any project related tasks from meetings are followed through
- Attending networking and social events with the Managing Director and CEO
- Playing a key role in the company's own marketing under the supervision of the Client Services Manager (who is also a Marketer, copywriter and ex- PR/Journalist) this will include Facebook, Twitter, Email Marketing, Linked In, Blogging and managing the company website and inputting the newly created marketing materials
- Hours of work Monday – Friday (flexibility for some early mornings or evenings for purposes of networking and social events)

## Essential requirements:

- Excellent English written and spoken
- Studying for a relevant Masters or Degree
- Strong understanding of Marketing
- Excellent communication skills and the ability to communicate effectively at all levels
- Excellent organisational skills and the ability to priorities own workload
- Well presented as you will often be present at client meetings
- Report writing skills
- Flexible, motivated and willing to attend out of work networking events
- Active user of social media (Facebook, Linked In, and Twitter) additional training will be provided if necessary
- Pleasant personality
- Please submit a passport sized photograph and cover letter with all applications detailing previous experience relevant to this placement

## Desirable attributes:

- Driving licence allowing candidate to drive in UK would be a strong advantage
- Understanding of SEO would be useful, but training will be given
- Any previous experience in event management

- Proven organisational skills in previous placements/jobs
- Skills in any of the following would be a strong advantage:- copy writing, photography, blogging and PR awareness

Company activity:

- The Company is an all-round well established marketing company that had build itself up through networking and recommendations from happy clients.
- The Company provides services for companies that are just starting up or whom are already well established.
- Their team exists of experts in each of the marketing services they offer. They don't only offer the services to maximise marketing activity but they also provide full training to upgrade the skills and knowledge of the companies that they work with.

Location:

- West Sussex is a county in the south of England, bordering East Sussex (with Brighton and Hove), Hampshire and Surrey.
- The Company is located in one of the most beautiful historic towns in the South of England
- Alongside its stunning castle, cathedral and river, this small town is littered with boutique shops and over 30 restaurants and bars and has a vibrant, friendly atmosphere. Brighton - our 'London by the Sea' is under 45 minutes away by train and London just under 1.5hrs.
- The office is situated in stunning offices in a gorgeous wooded area close to fishing lakes around 5 minutes from the centre of the town.
- Buses are available and the nearest train station is approximately a 20 minute walk from the office

Remuneration details:

- A training allowance of £550 a month will be provided to assist with accommodation and subsistence costs. The MD has contacts within the local area for accommodation and can provide the successful candidate with recommended agents.