

JOB DESCRIPTION

Job Title: Marketing Assistant

Department: Administration

Responsible to: Marketing Manager

An excellent and rare opportunity has arisen for someone with a keen interest in marketing to get their foot in the door at a successful and reputable professional services firm. This is an entry level marketing role which will provide administrative support but also offers excellent exposure to the full marketing mix.

Although training will be provided, we are seeking a self-starter who is highly proactive for this newly created position to support the Marketing Manager. You will be responsible for delivering successful marketing support and will be involved in implementing a wide range of marketing activities with the aim of increasing brand awareness, both online and offline.

Key responsibilities:

- Administration support to the Marketing Manager
- Supporting the organisation of events, lunches and seminars and coordination of firmwide networking activity
- Supporting digital marketing activity including website content administration, social media management and email newsletters
- Assisting with the design and production of marketing materials
- Assisting with advertising campaigns and proofreading PR
- Internal marketing including regular staff newsletter and events
- Research projects as required and ongoing maintenance of database

Key skills:

All applicants must have excellent administrative experience; GCSE's at grade C and above and be able to work full time hours, however some flexibility will be considered. The ideal candidate will have some marketing administration experience and some experience in design.

- Enthusiastic approach to all tasks, proactive and eager to develop skills
- Able to use own initiative
- Good IT skills including Outlook, Word, Excel and PowerPoint
- Excellent communication skills both written and oral
- Able to use initiative but work well as a member of a team
- Excellent organisation skills and ability to work within deadlines
- Able to remain focused when working under pressure
- Professional, outgoing and approachable
- Flexible as some events are early mornings or in the evenings

CVs and covering letter to Joanne Briton, Marketing Manager, joannebriton@mplaw.co.uk by
midday, Friday 28th January 2022.

NO AGENCIES PLEASE