

JOB DESCRIPTION



MARKETING ASSISTANT



OVERVIEW

We are looking for a Marketing Assistant to join the fast paced, in-house marketing team at Commercial. Supporting the Marketing Manager, this role offers considerable variety. You will be expected to be involved at all levels from event co-ordination and campaign support through to product promotion and asset management.

WE WANT YOU TO...

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities
- Support the marketing manager in organising various projects including events, campaigns, best practice manuals and website updates
- Conduct market research and analyse consumer rating reports/ questionnaires / social media polls
- Update spreadsheets, databases and inventories with statistical, financial and non-financial information
- Assist in the organising of events (such as our fantastic CSR Day) and attend them to facilitate their success
- Assist with organising campaigns, both traditional and digital
- Support in the preparation of presentations across all divisions
- Communicate directly with suppliers and vendors to build and encourage trusting relationships when promoting marketing activities

JOB DESCRIPTION



MARKETING ASSISTANT

YOU HAVE GOT...

- Proven experience as a Marketing Assistant
- Good understanding of office management and marketing principles
- A quick learning style with the ability to absorb and retain information fast
- The ability to think creatively to provide solutions, ideas and improvements
- Excellent administrative and organisational skills
- The ability to take responsibility for your own workload as well as supporting the team
- Great communication skills at all levels – with a great sense of humour!
- Excellent knowledge of MS Office, particularly PowerPoint and social media platforms

WHY COMMERCIAL..?

- Competitive salary
- We all get a generous holiday allowance of 25 days plus bank holidays which increases with length of service
- A variety of training & Development programmes tailored to you
- Earn extra money if we hire your friends or family with our employee referral programme
- Want to get healthy? We have free fruit delivered for all staff! And our state of the art coffee machine will be sure to set you up for the day
- Looking for a little extra? You could get a day off for doing charity work and you might even get a treat on your birthday and work anniversary!
- A range of team and social events
- Cycle to work scheme, pension contributions, Employee support programme, Flexi time scheme and more