



JOB DESCRIPTION

We are looking for an enthusiastic Marketing Assistant to join our marketing team and help achieve our goals. You will be involved in an exciting variety of B2B marketing activities and campaigns, targetting different markets.

Your input will be a crucial part of our success and the position will see you further developing your marketing skills and expertise.

Job Title:	Marketing Assistant
Purpose of Job:	Implementing marketing activities across a number of business lines
Location:	Watchfield, Nr. Swindon, Wiltshire SN6 8TY
Reporting to:	Marketing Manager – Natasha Miller

RESPONSIBILITIES:

Involvement in various marketing activities, including:

- Copywriting and editing
- Website and social media updates
- Creation of promotional material
- Data analysis, market research and reporting
- Assisting with events
- Graphic design
- Photography and film
- Database management
- Providing full support to the Marketing Manager

SKILLS/EXPERIENCE

- Graduate with 1+ years' experience
- Excellent attention to detail and accuracy
- Strong written and verbal communication skills
- Good knowledge of Microsoft Office
- Ability to multi-task

PERSONALITY/CHARACTER:

- Passion for the marketing profession and its best practices
- Can do attitude
- Hands on – prepared to get stuck in with everything
- Keen to learn and develop