

Marketing Assistant

Job Description

Job Title:	Marketing Assistant
Reporting to:	Marketing Manager
Location:	Glastonbury, Somerset

Terms:	
Working Hours:	37.5
Annual Leave:	33 incl Bank Holidays
Car Allowance:	No
Overtime:	No
Benefits Available:	Pension / Health Care / Bonus

Job Description:	<p>The role of the Marketing Assistant is to help enhance the effective running of a busy Marketing office. The role will include a range of marketing support tasks in a busy office environment. Working as part of team, we are looking to attract an enthusiastic individual who is well organised, disciplined and self-motivated with the drive and flair to succeed in a marketing role.</p>
-------------------------	---

Key Responsibilities:	<ul style="list-style-type: none"> • Copywriting for blog posts, emails, website content etc. • Organising attendance at worldwide conferences and exhibitions. • Creating and managing email campaigns. • Managing social media accounts. • Liaising with various suppliers as required. • Managing internal stocks of pre-printed marketing literature.
------------------------------	---

Key Requirements:	<ul style="list-style-type: none"> • Excellent communication skills – written and spoken, incl. telephone manner. • Attention to detail essential. • Able to work as part of a team. • Well organised, disciplined, enthusiastic and self-motivated. • High standard of Microsoft Office and PC Skills.
--------------------------	--

Desirable Requirements:	<ul style="list-style-type: none"> • Understanding of schools – structure, politics, staff. • An ability and willingness to absorb new aspects of software/technology. • An understanding of WCBS products would be useful, but training will be provided. • A qualification in Marketing.
--------------------------------	--

Additional Duties:	<ul style="list-style-type: none"> • Involvement with producing in-house promotional materials. • Helping to manage and update the company website. • A keen interest in Marketing and a drive for success within this field. • Any other reasonable task/duty deemed necessary.
---------------------------	--

Signature		Date	
------------------	--	-------------	--