

VACANCY

Marketing Assistant

Are you looking to make the first step in your marketing career? Are you a highly motivated and creative individual? If so, this may be the role for you!

This is an exciting opportunity to join our marketing department in a fast-paced and innovative company. You will provide support in all aspects of marketing including:

- Digital marketing including website maintenance, email marketing, content marketing, SEO and Google Analytics
- Market research, trend scanning and reporting
- Monitoring and reporting marketing metrics
- Marketing materials support including copywriting, creating PowerPoint presentations, creating internal staff newsletter and ordering promotional items
- Supporting trade shows
- Supporting implementation of product campaigns
- Assisting the marketing team with projects

Skills and experience required:

- Excellent time management and organisational skills
- High level of written communication skills
- Outstanding attention to detail
- Creative thinker and problem solver
- Working knowledge of Microsoft Office packages with strong PowerPoint skills

Experience working in a busy marketing environment or a qualification in Marketing would be advantageous but not essential as training will be provided.

This is a permanent position with development opportunities available for the right candidate. The hours are 37.5 hours per week (Monday to Friday) with hours of work from 09:00am to 17:30pm.

Would you like to join a business that has recently achieved accreditations for Best Companies and Best Employers of the Eastern Region awards through its commitment to creating a great place to work, where employees are valued and invested in? If you feel this may be the role for you, please apply by completing a job application form and sending this with a copy of your CV to: vacancies@c-c-l.com.



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