



## Job Description – Marketing assistant

**Function:** Marketing & business development

**Salary:** £ depending on experience

**Reporting to:** Department Manager

Reporting to the Marketing and Business Development Manager, this newly-created position is ideally suited to a recent graduate looking to gain experience in a professional services organisation.

Though largely an administrative role, the post-holder will gain exposure to a range of marketing and business development activities including; event management, website development, CRM and data management, as well as online and offline content creation.

Day-to-day, the team will work to raise the profile of the firm's services and sector, support client care and generate new work from new and existing clients. This is a fantastic opportunity to work in professional services for a very ambitious firm. With multiple service lines to promote, this is a new role and is ideal for someone looking for interesting variety of work and an intellectual challenge.

### Individual requirements

- Detail-orientated and highly-focused
- Motivated and enthusiastic with an interest in building a marketing career
- Organised, with the ability to work on multiple projects simultaneously
- Confident communicator, both written and verbally
- Qualified to degree level or equivalent (desirable but not essential)

### Key responsibilities & attributes

- Data administration; research and data entry
- Creating and executing email campaigns
- Update website and social media channels
- Events administration, including assistance managing sponsorship programmes
- Ordering branded goods and stationary
- Organising firm photography
- Internal communications, including updating the intranet
- Producing monthly digital marketing reports
- Administrative support for webinars
- Processing invoices for payment
- Providing general administrative support and assistance with other marketing activity

### What we can offer you

We are a leading firm of Chartered Accountants and business advisers offering accounting, audit and assurance, business advisory, corporate finance, outsourcing, specialist, compliance and advisory tax and VAT services.

This is an ideal opportunity for the candidate to join a growing and ambitious team working on a broad range of work within a supportive and engaging environment.

