

Post - Marketing Assistant

Employer – Countrywide Tax & Trust Corporation Ltd, Kenilworth, Warwickshire.

Full time – Permanent Role

Salary - £16,000

Date Required from April 2019

This is an exciting new opportunity for someone who is newly qualified and has a passion for marketing and wants to kick start their career with a growing and successful company. The company will offer on the job learning, progression and opportunities to develop within the company. You will be working as part of a small but enthusiastic marketing team and working with, and reporting to the Marketing Manager.

Role and responsibilities of a Marketing Assistant:

- Communicating with Advisers over the phone / email and assisting with their Rebranding, Cartoon, and Website orders and associated enquiries.
- Updating websites- using the website's CMS for all of Countrywide's Websites / adding bulletins / some lay out design involved
- Writing articles / features/ reports
- Helping to create / design mass emails through Infusion Soft
- Keeping staff contact sections up to date – taking their photographs and uploading to the various websites.
- Liaising with suppliers (printing mainly)
- Social media- keeping our social media sites for Facebook, Linked In and Twitter up to date
- Assisting with design work – attending briefings with Head of Marketing / Director and creating hand-outs, brochures, adverts, flyers, assisting in the design of new web sites and web pages.
- Creating videos / GIFS
- Other marketing duties as necessary

Skills and Qualifications:

The successful applicant should be both personable and presentable and have some proven experience of working within a marketing / design / media environment and possess the following: .

- Good written and verbal communication skills
- Good administration and organisational skills
- A willingness to learn and develop within the role, offering creative ideas to the wider team

Marketing Package Skillset

Applicants should be able to demonstrate a good working knowledge of some / all the following packages / systems:

- HTML / CSS
- Digital / Online marketing
- Microsoft Software including Outlook / Publisher / Excel / Word
- Google analytics
- Social media
- Adobe - Photoshop / Illustrator / InDesign / Premier Pro / Animate / After Effects
- SEO / Google analytics