



15.04.10

Marketing Assistant

Location: Leamington Spa

We are looking to recruit a full time Marketing Assistant to promote the Firm to become the leader in the market place by working to improve the Firm's overall strategy and individual department plans and providing initiatives for future development and expansion.

MAIN DUTIES AND RESPONSIBILITIES

- Assist with preparing articles for the firm's magazines, external press and publication
- Deal with routine telephone calls from Agencies, newspapers, magazines, etc
- Liaise with outside Contractors, eg designers
- Organise promotional events, eg seminars, client entertaining functions
- Source and approve venues for the above
- Improve networking capabilities of the Firm
- Attend meetings and events which are out of office hours as required
- Deal with mailshots
- Deal with the firm's magazines and periodicals
- Keep the website up to date and proactively develop
- Develop on-line marketing objectives
- Ensure information on the Firm held by external parties is kept up to date
- Monitor and look after the marketing budget for the firm as a whole and the individual departments
- Any other relevant tasks in this area
- Review Firm and Department strategies

SKILLS AND EXPERIENCE

- A good command of written English and sound literacy skills
- Ability to be creative and ability to think up novel ideas and suggestions
- Ability to socialize and mix at functions
- Excellent communication skills
- Must be personable
- Experience of graphic design and PR would be an advantage

KNOWLEDGE REQUIRED

- A sound knowledge of Microsoft Windows, Word, Outlook and Power Point
- Full clean driving licence and daily use of a car is preferable

ATTENDANCE AT MEETINGS

- Department meetings
- Marketing meetings
- Other meetings as required

If you are interested in applying for any of the above roles, please email sushila.jones@alsterskelley.com with a covering letter and CV or download and submit our application form.

CONTACT:

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Human Resources

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