

Marketing Assistant

Job Title: Marketing Assistant	Department: Marketing	Reports to: Marketing Manager		
Main Purpose of Job <ul style="list-style-type: none"> Implement marketing plans for all group companies and evaluate activity to ensure all timescales and budgets are met, in addition to supporting the whole Marketing department. 				
Main Duties <ul style="list-style-type: none"> Organising direct mail campaigns, corporate hospitality events, exhibitions and email campaigns for both B2B and B2C; Organising quotes and purchase orders; Liaising with suppliers and external agencies; Administration of work and approvals; Assisting with online & offline campaign implementation; Campaign analysis; Providing a support role for marketing projects. 				
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Technical Skills <ul style="list-style-type: none"> PC skills including MS Excel and Word (including mail merge) 				
Qualifications/ Knowledge/ Experience required <ul style="list-style-type: none"> HND/Degree Some marketing experience 				