

Job Description

Job title:	Marketing Assistant
Reporting to:	Office Administrator
Work location:	Unit 30 Withybush Trading Estate, Haverfordwest, SA62 4BS
Working pattern:	25 hours per week Monday: 8.30am-17.00pm (inclusive of 30-minute unpaid lunch break) Tuesday: 10.00am-16.00pm (inclusive of 30-minute unpaid lunch break) Wednesday: Off Thursday: 10.00am-16.00pm (inclusive of 30-minute unpaid lunch break) Friday: 10.00am-16.00pm (inclusive of 30-minute unpaid lunch break)

Role summary:

To help the business achieve its goals by managing our marketing and promotional activities.

Job responsibilities:

Role-specific

- Creating marketing materials such as letters, emails, and other correspondence
- Updating social media accounts
- Provide administrative support for managers and directors as necessary
- To use and update our marketing database system, ensuring accurate and relevant data is recorded correctly
- To keep the office environment organised and tidy
- To conduct market research both in-person and remotely (online)

General

- To comply with all relevant Health & Safety policies and legislation
- To undertake training and development activities as required
- To be familiar with the Company Policies and Procedures as held on the HR system
- To uphold the Equal Opportunities and Anti-Harassment and Bullying Policies, ensuring effective implementation in all aspects of work for the Company
- To act always within the Company Rules, Policies, Procedures, and any other statutory requirements
- To be proactive, bring ideas, suggestions and contribute to business improvement
- To attend team meetings as required
- To undertake other duties and responsibilities as required. Staff are expected to work flexibly within their skill level to respond to changing priorities and ensure that customer needs and business objectives are met
- To procure the best value products and services as required
- To uphold high standards in all areas
- To make effective, timely, evidence-based decisions
- To oversee specific budgets and ensure that revenue and expenditure is monitored
- To identify activities and processes that require improvement and deliver change and enhance performance
- To maintain an exceptional degree of customer service and ensure that customer queries are dealt with proactively, effectively and in a timely fashion

Desirable knowledge and experience:

- Excellent command of the English language with magnificent spelling, grammar and punctuation
- Excellent interpersonal skills coupled with the ability to build strong working relationships
- Working knowledge of Microsoft based operating systems and software products
- High level of attention to detail
- Ability to deal with confidential information or situations in an appropriate and sensitive manner

