**Job Description - Junior Marketing Assistant**

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| **Reporting To**: | Marketing Manager | **Location:** | High Wycombe |
| **Scope:** |
| Within the marketing team you will assist and support in daily activities to promote the Whitley Stimpson brand, working with other functions across the business. You will also support in the smooth and efficient running of the High Wycombe office. |
| **Key Responsibilities and Accountabilities:** |
| * Assist and support with marketing activities across all Whitley Stimpson offices.
* Under the guidance of the Marketing Manager, organise the production of marketing material, communications and promotional literature as requested. This includes sending out regular e-mail and mail campaigns i.e. quarterly newsletters and monthly Newly Incorporated companies
* Assist the Marketing Manager with creation of external communications in support of marketing campaigns, e.g. website and social media posts.
* Under the guidance of the Marketing Manager, undertake the design of marketing materials for use in sponsorship, advertisements etc.
* Update and maintain the Marketing department’s documentation and databases on a regular basis to ensure all details are up to date and relevant.
* Support our busy events programme, as required.
* Attend regular meetings as note taker. Provide minutes to relevant committee members.
* General office administration which may include – data entry, reception duties to cover absence and holiday, greeting clients, dealing with outgoing post.
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| **Qualifications:** |
| **Essential** | **Desirable** |
| * A minimum of 5 GCSEs at grade C or above with at least a B grade in English and Maths.
* Advanced knowledge of Microsoft Office, in particular Word, Excel and PowerPoint.
* Excellent communication skills, both written and verbal.
* A good telephone manner.
 | * AS or A levels or equivalent.
* A working knowledge of Twitter, LinkedIn, Facebook and social media scheduling software i.e. Hootsuite.
* A working knowledge of Canva or other graphic design tools.
* A willingness to visit other offices and venues as required with Manager.
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| **Person Profile:** |
| * Attention to detail and ability to work to strict deadlines.
* Confident, personable, presentable and articulate.
* Excellent communication and administration skills with the ability to manage own time.
* Self-driven, results-oriented with a positive outlook and a “can-do” attitude.
* Ability to deliver a high-quality support both internally and externally.
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| **Direct Reports:** | None at present | **Date Prepared:** | April 2019 |