



Marketing Assistant

Role

Working closely with the whole department the role will be varied and include both on and off line marketing strategies. Ideally the candidate will have a knowledge of the business and an enthusiastic approach to developing their role to incorporate both marketing and general administration.

Key Responsibilities

- Assist with print buying and management
- Proof reading
- Process and log daily brochure requests
- Update monthly marketing reports
- Content creation for both off and online campaigns, including social channels
- Keep up-to-date records of all printed and delivered marketing materials
- Website maintenance within our own CMS (WebRes/WordPress)
- General administration within the department
- Raising invoices
- Work with whole team to provide project specific support as and when required

Opportunities

- Training in InDesign to widen expertise within the department
- Training in PPC and SEO
- Develop supplier relationships

Skills

- Excellent verbal and written communication
- Creative and pro-active with ideas
- Thorough approach to work and attention to detail
- Computer literate
- Enthusiastic and interested in marketing/travel
- Able to build professional relationships
- Positive attitude to work
- Able to work effectively within a team
- Organised and willing to assist in all aspects of the marketing department
- Fast learner

Benefits

- 20 Days holiday and Bank Holidays as standard, with the opportunity for more on increased service
- Friendly and fun team
- Work load variety with the opportunity to learn new skills
- Discounted rates at company owned hotels, including two complimentary 2 night breaks away per year
- Iconic office building conveniently located in the city centre

Apply

Contact Nicki Beevis: nicki.beevis@theukholidaygroup with your C.V. and covering letter.