



Marketing Assistant vacancy

Marketing Assistant

Have you recently graduated with a marketing qualification? Are you keen to put your knowledge into practice, in a varied and flexible role?

Griffiths Marshall is a well-established team of Business Advisors and Chartered Accountants with offices in Gloucester and Lydney. We now also incorporate Paish Tooth Accountants, who are based in central Cheltenham. As a group we wish to continue our expansion, and we're looking for a Marketing Assistant to provide wide-ranging support in implementing our plans. We'll provide you with a fantastic opportunity to challenge yourself and build up an extensive skills and knowledge base.

Are you right for the job?!

We're looking for a lively and enthusiastic individual who will fit into our friendly business, and who will become an invaluable member of our team providing marketing support across several different channels.

You need to be someone who is full of creativity, and who has the confidence and understanding to turn ideas into action.

Here's what the role includes:

Your responsibilities will be broad-ranging, and will include:

- Website – use Wordpress to update pages, collate and publish blogs, update 'call to action' links, monitor Google analytics and undertake some SEO
- Email newsletter – collate and distribute quarterly newsletter to clients and contacts
- Social Media – update social channels including Twitter, LinkedIn and Facebook
- Corporate Social Responsibility – explore fundraising and volunteering opportunities with local charities, help arrange and manage charity events
- Advertising – plan and manage promotional campaigns with local media
- PR – prepare and distribute press releases for company news stories
- Networking – representing the business at local networking events
- Branding – assist with the design for corporate collateral and promotional items

These are the key skills you'll need:

- Excellent communication skills, both written and verbal
- A confident, open and enthusiastic manner – you're a good team player
- Good creativity and ideas – a knowledge of Photoshop would be desirable
- An ability to use your initiative, take on tasks and implement them with minimal intervention
- Good time management, organisational skills and the ability to work to deadlines
- A sense of commercial awareness and good attention to detail
- IT literacy – a good grasp of Microsoft packages and the ability to learn quickly and adapt to new systems
- Previous work experience in an office/marketing environment is desirable

What you'll get in return:

It's not just a one-way street! We look after our staff as much as our clients, and want you to feel happy and well supported at work. In return for your commitment we'll offer you:

- Excellent on the job training and experience
- A competitive salary which will be regularly monitored and reviewed, particularly during your first 12 months
- The chance to have your voice heard and experiment with new ways of doing things
- Twenty four days' paid holiday, plus bank holidays and Griffiths Marshall Foundation Day
- The possibility of flexible working or part time hours
- Contributory pension scheme
- Onsite town centre parking on a rota basis
- Involvement in staff social events and charity volunteering days

If you like the sound of the role, please email your CV to Nuala Beardsall, Practice Manager at nualabeardsall@griffithsmarshall.co.uk, with a covering letter explaining how you would be suitable and why you would like to be considered.