

Job Ad - Marketing Assistant
Salary - Up to £28k plus benefits
Location – Oxford based with some home working

Who are we?

We're a leading recruitment company that matches the best technical and scientific talent to amazing employers by treating both equally; an approach that goes against the traditional grain of the industry, but it's seen us become a respected 26-strong business in less than 9 years.

Now we're ready to take the next step on our journey with new brands, new divisions and new challenges. And you, as our Marketing Assistant, will help us get there. We're looking to grow and continually expand through 2022 and beyond and see the hire of a brilliant Marketing Assistant as a crucial step in helping us achieve our aims.

Why should I apply?

This role is ideal for a Marketing Assistant who is keen to progress with a career in Marketing. We're looking for someone with passion, drive and determination (with a sprinkling of knowledge in Marketing) to help us grow the business and push forward through 2022 and beyond!

What we need you to do:

We'll need our Marketing Assistant to:

- Help create and execute our marketing strategy and corporate identity in line with objectives.
- Get involved in a variety of different projects across the marketing function.
- Be responsible for producing and monitoring content across social media channels.
- Be responsible for producing external communications across B2B and B2C marketing.
- Assist in managing and improving lead generation campaigns and measuring the results.
- Build strong and productive working relationships both internally and externally to deliver the marketing strategy.
- Work closely with external marketing suppliers and agencies on specific projects.

What we need you to be:

The ideal Marketing Assistant will have the following skills and experience:

- Excellent communication skills, across both written and verbal.
- Exceptional organisational skills and an ability to prioritise workload efficiently.
- Good attention to detail as well as a drive and dedication to produce high quality work.
- Ability to work both independently and as part of a team to achieve deadlines and work towards targets.
- A confident and dynamic personality, with the ability to think strategically.
- Creative and open to ideas
- B2B or B2C marketing experience would be an advantage, but not required!

We believe in investing in our team and we have an excellent benefits package, that increases with service. You'll start off with 23 days holiday, increasing to 30 days, plus Bank Holidays. You can even buy and sell additional holiday if you want to. There's a flexible benefits package with a huge list of benefits for you to choose from including subscriptions to things like HelloFresh, Bloom & Wild and Netflix, gym membership of your choice, a healthcare cash plan or increase the size of our existing pension contribution. We also believe in continuous personal development so everyone gets their own annual training budget. You get to choose how you spend it - and it doesn't need to be related to your role with us! There's free parking, and an on-site cafe and nursery. We're a team-oriented company so regularly do things together outside of work and there's even free lunch! Oh, and this role offers the potential for hybrid and office working (although we do require people to be close enough to come into the office regularly).

If you're looking to step into a career within marketing, within a bright, progressive, forward-thinking business, then this is the role for you!