



Marketing Administrator

North Yorkshire

£-Attractive

My client is a well-established environmental consultancy that has a passion for being a business for placing equal importance on planet, people and profit. It is the perfect environment to make an impact within a truly committed, friendly and innovative team. As an integral member of the sales and marketing team, the successful candidate will be responsible for delivering a high level of marketing admin support in order to achieve ongoing organisational growth. Your main responsibilities will be but not limited to; Support with marketing campaigns - admin/printing/filling letters/initial & follow up calls; Updating website content in line with new webinars/news stories/messages we want to promote; website carousel, banners, LinkedIn pod; Proof reading and adding new website content created by other members of the team; Market research as requested by other members of the team re: new technology, initiatives, events; Screening and approving webinar registrants; Proof reading and branding various documents as required; Webinar admin: Setting up webinars / sending webinar invite e-shots / proof-reading webinar presentations and pre-webinar actions / Creating webinar follow-up plans, pulling surveys and post webinar actions; Proposal template updates; Certificate pack updates; Work alongside the marketing co-ordinator to plan and execute weekly social media posts; Support Marketing Coordinator with updating artwork and graphics on request using Adobe Creative Suite; Creating online surveys on request; Support the sales and account management team with member/customer contact as required; Creating reports on Salesforce for sales team to contact; Ad hoc requests from wider team - document creation, merging of documents; Support with the co-ordination of events; Adobe document edits for the wider team; Manage unsubscribes from e-shots sent. In order to be considered for the role; You will be confident and outgoing, comfortable and effective at all methods of communication; proficient with Microsoft Office and a highly organised, conscientious approach; have the ability to prioritise, multi-task and manage time effectively in order to succeed in a fast-paced environment; able to work well in a team with a 'muck in' approach and positive, enthusiastic approach being flexible and highly resilient; You will be passionate about having input into a growing business going through a period of transformational change with a strong desire to work for a business for good. You must have a strong work ethic with a determination to succeed.

For full details, please email a copy of your CV to
Rebecca@candovergreen.com quoting job ref: RB2594

