

**\*\* NEW JOB\*\*** A financial PR firm based in the City is seeking a Marketing Assistant. Paying £25,000. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Marketing Assistant

Location: City

Salary: £25,000

### **Office Manager tasks**

The responsibilities for the role can broadly be grouped into four categories:

#### *Managing the Office – ensuring the general smooth running of the office*

- Booking / cancelling meeting rooms
- Taking telephone calls
- Ordering stationery / office equipment
- Greeting guests and providing refreshments
- Maintaining a good relationship with the serviced office providers
- Maintaining good relationships with all service providers
- Investigating new service providers and presenting findings to the board
- Managing subscriptions to various publications and news sources
- Managing the team's log-ins to those news sources
- Keeping a log of post / printing
- Collecting and distributing incoming post
- Setting up a new workstation with all its essentials and accessories for new starters
- Looking after new starters, making sure they are familiar with everything and answering any queries
- Holiday requests
- Maintaining company website
- First Aid responsibilities

*Marketing – assisting with the organisation of Camarco’s marketing events*

- Arranging client events
- Managing Camarco team events
- Selecting venues and managing costs
- Managing invitee and attendee lists
- Organising the Camarco Christmas party

*RNS Announcements – assisting with the release of stock exchange announcements*

As part of our service that we provide to clients, we draft and release announcements on their behalf to various stock exchanges. These announcements often need to be formatted on special systems and Camarco will provide in-house training to the Office Manager for this part of the role. However, an ability to format tables etc... and an eye for detail are important in this task. On certain occasions (not more than once a fortnight) the Office Manager may be asked to stay beyond his/her allocated hours or come in early to assist with these. If this happens, the Office Manager will be paid overtime for his/her time devoted to this.

This activity typically involves the following:

- Uploading RNS announcements
- Confirming to the client that the RNS announcement has been released

*IT support – Camarco outsources all its IT to a consultancy firm but maintaining the daily dialogue with our key contact is important*

- Maintaining printers
- Responsible for all IT queries
- Managing relationship with IT consultants