

**\*\* NEW JOB\*\*** An entrepreneurial executive search firm is seeking a Marketing Assistant. Paying £25,000 and based near Bank. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Marketing Assistant

Location: Bank

Salary: £25,000

The successful applicant will demonstrate a willingness to get involved with all aspects of the business as necessary but the core responsibilities will be:

#### **Administration**

- Answering the telephones, taking messages, organising diaries and
- putting together documents.
- Ordering Office Supplies
- Consultant expenses administration

#### **Database Management**

- Inputting data and helping to maintain the database

#### **Social Media Input**

- Running campaigns across social media platforms.
- Regularly adding social media content in line with the strategy of the business.

#### **Events Management**

- Coordinating and helping to organise regular networking, panel and speaker events.

#### **Website Management**

- Assisting with the upkeep and development of the Website

#### **The successful candidate will:**

- Be a firm and passionate believer in the vision of the company
- Be proactive, decisive and a good problem solver whilst having a strong attention to detail.
- Be self-motivated, energetic, inquisitive and tenacious with a strong work ethic
- Have excellent communication (both orally and written).
- Organisational and interpersonal skills.

- Have experience and understanding of producing social media strategies and running events