

**\*\*JOB\*\*** An events company are seeking a digital marketing assistant. Paying £20,000 and based in Fulham. If you are interested please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

**Job Title:** Digital Marketing Assistant

**Location:** Fulham

**Salary:** £20,000

**Job Role:**

**Key duties:**

- **Maintaining the website**
- **Managing the social media content for the different accounts.**
- **Overseeing a social media strategy**
- **Analysing website statistics, providing internal reports on this and working out how to reduce website bounce rate**
- **Considering Search Engine Optimisation of the website**
- **Write copy for the company as appropriate**
- **Identify new trends in digital marketing and ensure that the brand is up to date with these**
- **Attend any networking events**

**Key skills:**

- **Strong written and verbal communication skills**
- **Sound social media skills. Must have an understanding of different social media outlets and be able to use them accordingly.**
- **Highly organised**
- **Keen attention to detail**
- **Good time management skills**