

Marketing Assistant

Role Description

This role will mainly involve helping the Marketing Executive to develop and launch the new company website, although other tasks to support the role of the Marketing Executive may also be required.

Requirements

- Strong communication skills
You will be required to communicate internally and with suppliers in order to obtain material for the new website, this will include data and photography. You also need to ensure that you keep the Marketing Executive up-to-date on the progression of data gathering, and escalate any problems to the Marketing Executive immediately.
- Work to tight deadlines and under pressure
The new website is due to launch at the start of May, therefore you will need to ensure that you stick to the tight deadlines in place in order to meet this final deadline.
- Organisation
Due to the volume of data that you will be handling you will need to be organised to ensure that all the data is correctly named and filed.
- WordPress
The Inelco Hunter current and new websites are being designed using WordPress. Therefore, familiarity with word press is essential.
- Knowledge of Adobe Creative Cloud (specifically Photoshop and Lightroom)
This is beneficial since you will be required to edit photos ready to go on the website.
- Other
 - Assign leads to sales team and add leads to the CRM
 - Editing specifications
 - Answering sales phones
 - Photography skills- preferable