

Going Places Ltd.



JOB REFERENCE:	123-SJS10024
JOB TITLE:	Marketing Assistant
EMPLOYER:	GOING PLACES LTD
LOCATION:	SALISBURY
SALARY:	Starting at £18K rising to £40K with experience
WORKING HOURS:	35 – 40 Hours per week

DESCRIPTION

We are looking for a marketing assistant to promote our products, services or ideas. If you love using your communication skills in a creative way, this could be the ideal job for you.

You would need organisational skills to plan product launches, market research and public relations events. Using your confidence and creativity you would also market our products across TV, radio and the press.

DUTIES TO INCLUDE

- Doing market research
- Creating marketing campaigns
- Exploring customer opinions and gaps in the market
- Looking at competitors marketing strategies
- Organising public relations events or product exhibitions
- Making sure campaigns deadlines are met
- Arranging sponsorship
- Placing adverts in newspapers, magazines, trade press and on TV and radio
- Writing and distributing posters, flyers or brochures
- Managing campaign websites and social media like twitter and Facebook

SKILLS REQUIRED

- Excellent spoken and written communication skills
- A creative approach
- Good organisation and planning skills
- The ability to work well as part of a team
- Drive, motivation and enthusiasm
- The ability to work under pressure and to deadlines
- The confidence to 'sell' your ideas
- Attention to detail
- Good business sense and budget awareness

PERSONAL QUALITIES

- The ability to work under pressure and to deadlines
- The confidence to 'sell' your ideas
- A responsible and reliable individual
- A good sense of humour and friendly disposition
- Able to remain calm whilst working under pressure
- Self-motivated with a willingness to learn

QUALIFICATIONS REQUIRED

You will need five GCSEs Grade 9 – 4, including Maths and English and to progress further you will need A levels and to reach Marketing Executive, a degree

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton
Going Places Ltd
37 Guild Street
London
EC3R 9EH

Quoting Job Reference.