

## Marketing Administrator - Vacancy

JOB TITLE:	Marketing Administrator
LINE MANAGER:	Director of Marketing & Communications
STATUS:	Part time (20 hours per week), permanent
SALARY:	£20-22k pro rata, DOE
RESPONSIBILITY:	Non-managerial
BASED:	Watchfield, Oxfordshire, UK
START DATE:	ASAP

### Overview

An exciting new position has become available within the Marketing Department in a fast-growing, well-established Health & Safety Instrument distribution company which operates across the UK and Ireland.

With a wide range of customers from construction to food & drink and motorsport to museums, Shawcity supplies instruments to monitor conditions and help protect short- and long-term health in workplace applications. We connect with our customers and prospects through various marketing channels including face-to-face exhibitions and events.

We are seeking a self-motivated candidate with strong verbal and written communication skills, who would enjoy a varied role as part of a friendly and supportive team.

### Marketing Administrator Role Objectives

To support the Marketing Director and work with the Marketing Executives to deliver marketing tasks and admin in an efficient and accurate manner, in order to drive profit and promote our products, services and raise brand awareness. To build and maintain close working relationships with suppliers. To always achieve the best quality to reflect the brand, as well as ROI. To help ensure events and exhibitions run smoothly by co-ordinating logistics. To support our activities within the charity and community sector.

### Responsibilities:

- Liaise with supplier partners and negotiate good rates for the business.
- Create POs and liaise with Finance on invoices and payments
- Track daily spend and process all POs against Marketing budget sheet
- Reconcile monthly expenses against credit card statement and collate all VAT receipts
- Book adverts & editorial with publisher suppliers, according to annual media schedule
- Collate monthly Hubspot KPI dashboard data
- Collate monthly general dashboard data for:
  - Website usage
  - Website source
  - Website visitors
  - Google Ads
  - LinkedIn

- Email campaigns
- Bitly / Hubspot links
- Telephone enquiries
- Event ROI
- Event exhibition kit and instrument co-ordination with Sales and Hire Teams
- Procure staff clothing and PPE
- Procure merchandise and accessories
- Co-ordinate internal British Safety Council courses and other materials
- Manage professional accreditations and memberships for the business
- Liaise with and support our charity & community partners and sponsorship
- Potential to join the company's Social Committee
- Carrying out additional duties as and when required.

**Skills and Knowledge Required:**

- Good working knowledge of Microsoft Office, including Word, Excel and PowerPoint
- Strong written and verbal communication skills
- Excellent attention to detail
- Ability to work competently with data to produce meaningful reporting
- Ability to co-ordinate projects or events and see them through to completion
- Ability to brief the team on logistics or other requirements necessary to succeed
- Strong organisational and prioritisation skills
- Good people skills and the ability to build relationships
- Good negotiation and influencing skills
- Comfortable dealing with multiple teams and stakeholders
- Ability to problem-solve and work independently as well as within a team
- Confidence to question, use initiative and feed ideas back to the team
- Willingness to learn new skills and take a flexible approach to the role.

**Benefits:**

This position offers good terms and benefits, including: 20 days annual holiday increasing with service + Bank holidays + Christmas break, Pension, Life Assurance. Option to join company healthcare scheme. The Staff Social Committee arranges regular events and activities. Shawcity is a member of the British Safety Council's Being Well Together scheme and we regard Health & Wellbeing as a priority within our business.

**Applications:**

Email a CV and a cover letter to: [tracy.vernon@shawcity.co.uk](mailto:tracy.vernon@shawcity.co.uk).