

Marketing Assistant

We are currently looking to recruit a Marketing Assistant to join our busy office in Bedford.

The candidate will be supporting the Partners in carrying out various strategies and tasks, compiles, analyses, and reports marketing data, and helps to maintain client relationships.

Marketing Assistant job duties may include:

- Works under the direction of a Partner to help reach the company's marketing goals and objectives
- Research market trends, demographics, pricing strategies, and other relevant information that helps Partners develop marketing plans
- Analyses surveys, polls, and other market research to look for patterns and trends
- Creates graphs, reports, and detailed data analysis
- Delivers reports on research findings through written documents and verbal presentations
- Assists in creating promotional materials, including brochures, blogs, marketing copy, email newsletters etc.
- Provides fact-checking, copy-editing, and formatting assistance during the creation of mailers, coupons, website content, and other promotional materials
- Helps maintain social media accounts
- Enters marketing data into spreadsheets and helps to create data and financial reports for the Partners
- Helps maintain excellent relationships through superior service skills
- Places calls to or visits a network of introducers as needed to provide marketing materials, deliver sales pitches, or answer introducer questions
- Organises and plans the production of all major marketing materials by working closely with printers, sponsors, and other involved parties
- Helps to plan promotional events under the supervision of the Partners
- Keeps client information confidential

Marketing Assistant Skills and Qualifications:

Bachelor's Degree in Marketing, Business or a Related Field, Computer Proficiency, Social Media, Research, Analysis, Data Entry, Written and Verbal Communication, Interpersonal Communication, Customer Service, Client Relationships, Financial Skills, General Maths Skills, Creativity, Teamwork, Organisation, Planning, Reliability, Punctuality

If interested, please email covering letter and CV, marked for the attention of Sunil Kambli to sunil.kambli@premiersolicitors.co.uk