

# Marketing Administrator

## London

### Purpose of Job:

We are looking for a Marketing Administrator in our London office, reporting to the Head of Marketing and Communications.

This is a full-time role supporting our core team and national network of offices, covering a broad range of marketing activities, coordinating, and assisting with the delivery of items such as bids, events and communications.

The role would suit a self-motivated individual with knowledge of the bidding process, B2B marketing or events coordination, looking to join our central marketing team and essentially building strong working relationships across the Partnership.

Applicants will ideally have worked in a similar role as part of a marketing team, or as an experienced administrator used to working to tight deadlines.

This is a hybrid role which offers opportunities to work from home.

### Duties and Responsibilities:

- + Assisting with the distribution of bids notices, coordinating bids responses with the relevant design teams
- + Liaise with relevant stakeholders to help collate and gather content for company wide e-newsletter in preparation for monthly publication
- + Work closely with the Marketing & Communications Coordinator to plan social media content for upcoming calendar events and campaigns
- + Support the Marketing & Events Coordinator to prepare and circulate calendar invites for key events, organise hotel and travel bookings
- + Coordinate, organise and attend events (as required) as part of the TB+A contingent
- + Provide admin support to promote annual events and raise profile
- + Join weekly marketing team meetings, and update on current actions and deliverables
- + Assist with the content development and population for publication on the website and intranet
- + Provide general admin support to the central Marketing team as and when required
- + Regular and consistent updates of the Marketing toolkit in line with brand guidelines

This list is not exhaustive, and we would expect the successful candidate to be willing to undertake other tasks as and when required.

### Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training
- + Commit to achieving or maintaining professional status through the relevant professional institution

Person Specification:

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>Bids, marketing and events basic knowledge and interest</p> <p>Work in a methodical way to assist in the administration and production of marketing materials</p> <p>Experience of dealing with and building relationships with all levels of an organisation.</p> <p>Understanding of LinkedIn / Twitter social media channels</p> <p>Liaising with engineers across the Partnership to collate technical content and responses for bids.</p> <p>Liaising with individual Business Unit Administrators to maintain current and consistent imagery and project related information for the Marketing toolkit.</p> <p>Ability to summarise key information from bids, collating a brief and identifying winning themes.</p> <p>Able to produce accurate, clear and well written responses in a timely manner.</p> <p>Proficient and accurate typing with attention to detail.</p>	<p>Basic knowledge of Adobe packages including In-design, Photoshop and Illustrator.</p> <p>Updating and contributing to the development of project case studies.</p>
<b>Skills</b>	<p>Experience of co-coordinating across teams and various workstreams</p> <p>Able to produce accurate, clear and well written material in a timely manner</p> <p>Excellent IT skills including a good working knowledge of Microsoft Office including Word, Outlook, Excel and Powerpoint</p> <p>Flexible approach to supporting the activities across the UK.</p> <p>Excellent team working and interpersonal skills</p> <p>Ability to multi-task and adhere to tight deadlines, good time management</p> <p>Excellent communication skills and confidence to communicate with all levels of seniority</p>	<p>Creative writing skills</p>
<b>Experience, qualifications and prospects</b>	<p>Previous experience of working in a marketing team or admin role in a busy office environment</p>	<p>Experience of working in a standalone admin role</p> <p>Experience of working in an Engineering consultancy or Partnership environment</p>
<b>Attributes and Personal characteristics</b>	<p>Self-motivated and enthusiastic</p> <p>Excellent communicator</p> <p>Accurate</p> <p>Organised</p> <p>Commitment to maintaining high quality standards and excellent attention to detail</p> <p>Willing to learn</p> <p>Discrete when dealing with confidential and sensitive data/information</p> <p>Calm and unflustered when under pressure</p> <p>Flexible attitude to work</p> <p>Proactive team member</p> <p>Works on own initiative and highly self-motivated</p> <p>Approachable and personable</p>	<p>An interest in developing a role within the marketing team, that covers multiple workstreams</p>