

## **JOB DESCRIPTION**

### **Administrator / Marketing Assistant**

If you are an efficient Administrator looking for a varied role and want to make a difference in a progressive team, this could be for you.

This exciting opportunity is ideal for a proactive team player who is highly organised in maintaining processes, enjoys assisting in arranging events and has a flair for marketing.

Reporting to the HR/Marketing Partner in a Chartered Certified accountancy practice, you will be responsible for performing tasks in a variety of areas:

This multi-faceted role will support the Partners of the firm, on a day to day basis with general administration, and delivering internal projects. It includes assisting with all marketing initiatives, in particular the digital activity in support of the overall marketing strategy.

#### **Key responsibilities will include:**

- General administration (e.g. correspondence, producing documents, spreadsheets)
- Creating, updating, maintaining organising files and records
- Assisting with Internal projects, (recruitment, training, workshops, researching)
- Organising events, arranging venues and refreshments, communication with attendees
- Managing an email marketing platform (preparation of marketing & event communications)
- Creating marketing collateral
- Website maintenance
- General support for the Partners

To be successful in this role you will be organised, self-motivated with excellent attention to detail to support the efficient execution of in-house projects. The ideal candidate will be organised and have some creative flair for preparing marketing communications and managing image galleries and databases. Some experience in using email platforms would be an advantage.

#### **Skills required**

- Good people skills and customer service-orientated
- Administrative skills including an ability to set up systems and processes
- Proficient in organising, delivering to timescales and solving problems
- Ability to communicate effectively both written and on the phone at all levels
- IT literate, Word, Excel, Power point and at ease in learning new skills and on- line tools
- Proactivity and flexibility in dealing with a variety of tasks
- Experience using email platforms, photoshop/power point ideal.

#### **What's on offer**

Job Type: Part time, 15 – 22.5 hours a week, potentially growing with the needs of the business.  
(Days to be agreed but must include a Monday and/or Friday)

Salary: Pro rata for part time, full time equivalent £25,000

Modern office, close to transport links and town centre.

Training

#### **How to apply:**

If you wish to apply for the above role, please send your c.v. to [recruiting@hgrllp.co.uk](mailto:recruiting@hgrllp.co.uk) together with a covering letter outlining why you believe you would be suited to this role.

Interviews will be scheduled from 12th September onwards. No agencies