

Marketing Assistant

Main Purpose of the Role	The Marketing Assistant will form part of the marketing team responsible for the Leeds and Manchester offices and will provide a range of administrative and marketing support duties related to the daily operation of the marketing department.
The Role	<ul style="list-style-type: none"> • Assist and complete tender return documents • Complete Pre-Qualification Questionnaires • General Pre-Construction department admin support • Produce and maintain CVs for all management personnel • Support site teams in promoting brand standards and produce material for use on site as required • Produce and update project data sheets • Co-ordinate health and safety information for use in PQQs • Produce presentations and materials for interviews and client facing presentations • Research and collate information on industry awards and provide assistance with entries • Assist with the production of marketing materials and literature, ensuring stock levels are sufficient • Order branded materials and stationery as required to meet business needs
Key Skills, Knowledge and Experience	<ul style="list-style-type: none"> • Prior office and administrative experience • Proficient user of Adobe InDesign, Photoshop, Illustrator, Outlook, Word, Excel and PowerPoint • Effective communication skills both written and verbal • Ability to work under pressure and meet tight deadlines • Contribute creative and innovative ideas • Self-motivated and organised • Excellent attention to detail and self-organisation • The ability to interact with people at all levels both within and external to the organisation • Full UK Driving Licence
Hours of Work	9.00am to 5.30pm Monday to Friday
Reporting To	Marketing and Communications Co-ordinator
Base	Leeds

In the first instance, please forward a letter of application and CV to:

sarah.bruce@gmicon.co.uk

Closing date for applications: Friday 22nd September 2017.

No agencies please.

GMI Construction Group Plc is an Equal Opportunities Employer.