

# Marketing Assistant

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

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

sarah.bruce@gmicon.co.uk

Closing date for applications: Friday 29th September 2017.

No agencies please.

*GMI Construction Group Plc is an Equal Opportunities Employer.*