

JOB DESCRIPTION

We are looking for an enthusiastic Marketing Assistant with copywriting skills to join our small and friendly team here at PBC.

This role is based on working 2 days a week at our offices.

The Position:

1. You will be required to work as the Marketing Assistant to the company, upholding our online presence through updating the website and social media accounts.
2. The position reports into our MD, Paul Philips. Office hours will be Monday to Friday from 09.00am to 5.30pm with an hour for lunch between 1.00pm and 2.00pm.
3. The candidate must have a background in Marketing and good working knowledge of Adobe InDesign and Copywriting skills
4. You must also be fully competent in the use of MS Office 2010 including advanced levels of Word and Outlook, intermediate Excel and basic/intermediate PowerPoint.
5. Relevant experience working for Building Surveyors and/or Project Managers or at least in a field related to the Property and Construction industry preferred

Marketing Assistant Duties:

- Assist MD and the PBC Directors with all PBC marketing and promotion activities, which will include the following activities:
- Convening and minuting weekly catch up meetings with the MD running through previous weeks Actions.
- Convening and minuting PBC monthly marketing meetings. Distributing internal marketing minutes and following up any actions from these minutes in time for the next meeting. Preparing Marketing pack for each meeting.
- Managing Social media for the company via LinkedIn and updating the PBC Website
- Copyrighting monthly case studies, news features, e-shots for the website
- Responsibility for PBC promotional material, including brochures, pitch documents, case studies, PBC News features, E-Shots, merchandise, adverts in trade magazines.
- Maintaining brand identity and responsible for the production of all marketing collateral within budget including brochures, flyers, business cards, letterhead, promotional materials etc. using InDesign/Photoshop
- Review and update all services pitch documents
- Prepare Professional Team pitch documents templates, subject to agreement with Emma Knight (Professional Team Administrator and Office Manager)

- New starter process – organising headshots, adding them to PBC website on the team page and as a News Feature, preparing PBC branded CV in InDesign
- Preparing and updating the PBC new instructions and leads sheets, Marketing activity schedules monthly.
- Arranging PBC promotional events and client events. Responsible for all event logistics in the run up to, and on the day of events. Sourcing venue and catering, designing invitation in InDesign/Photoshop, organising client list, monitoring responses, being present at the event and ensuring it runs smoothly.
- Manage the organisation of team social events e.g. Christmas Party and Summer Team Event.
- Arranging client events and PBC hospitality events, e.g. PBC Golf Day, MIPIM, Movers and Shakers Annual Dinner.
- Ordering PBC promotional products.
- Organising & coordinating PBC Staff Personal Development training from May 2017
- Develop and complete PBC Word Report template where previously unable to launch
- Putting together fee proposals and capability statements and support in producing PQQ/tender documents and questionnaires using Adobe InDesign.
- Maintain project image folder, organising professional photographic images of completed schemes/projects