

Job Title: Marketing Assistant

Salary: From £16K dependent on experience

Qualifications: A Level/degree educated; recently graduated or at least six month's relevant experience gained in a marketing role (client or agency side).

Location: Donnington, Chichester, West Sussex (rural location so own transport essential)

Reports to: Marketing Operations Director

About Recenseo

Recenseo is a dynamic, growing marketing agency based in Chichester, West Sussex. Our friendly, down to earth team offers a thorough, professional and quality-centric strategic marketing, PR and communications service to a range of high-end businesses, brand names and professional organisations. We are a classical integrated agency which embraces emerging trends in modern media and takes a contemporary approach to client service.

About the Role

As a result of recent notable client wins, we are seeking a Marketing Assistant to join our business and help us deliver ambitious growth plans. The role will see the successful candidate getting thoroughly involved in every aspect of the company and our client work – this is a hands-on opportunity with great learning potential!

To make this role yours you will be able to demonstrate a working knowledge in as many of these disciplines as possible:

- Copywriting, sometimes technical*
- Media liaison
- Client and market research
- General marketing administration
- Client liaison and hospitality
- Event planning and coordination
- Press release drafting and distribution
- Social media in a commercial environment
- Website content management systems (e.g. Wordpress, Drupal)
- Use of email marketing software

**We cannot emphasise enough the importance of good copywriting skills. It is absolutely fundamental to our business and to our clients so this is a prerequisite and you will need proven experience of writing for different media formats and styles.*

We are ambitious and determined and focused on our desire to be THE marketing agency on the South Coast. You will be working within an account management team managing a group of our new and existing clients. You will be an instrumental part of our growth strategy and we will reward you accordingly.

Good salary potential, free parking and the opportunity to work with some really experienced people and excellent clients awaits you!