



Job Description

Job Title: Marketing Assistant
Location: Bristol, UK
Reporting to: Product Marketing Lead
Contract: 25 hours per week, 6 month FTC
Salary: Real Living Wage - £9.50 per hour

The Company

Smartbox creates technology that gives a voice to people who are unable to use speech to communicate. Our products include a combination of specialist hardware, software and content which are used by people with disabilities across the world.

We are one of the leading companies in the field and pride ourselves on our innovative products and high levels of customer service. Everything we do is driven by a passion to improve the lives of people that use our technology.

Smartbox is the UK's leading supplier of AAC technology but we are well aware that there are many more people that need alternative communication than currently have access to it.

The Smartbox Head Office is in Malvern, Worcestershire. We have a second major office in Bristol and a smaller one in Pennsylvania, US.

The Job

The successful candidate will be part of a small but industrious team, working on projects across all marketing functions. The key focus of this role will be to support the team with administrative tasks and ad-hoc marketing duties.

The successful candidate must have excellent written and verbal communication skills and at least one year's experience in a marketing or administrative role.

Duties will include:

- Supporting the marketing team with projects where needed, providing admin support as necessary.
- CRM data management and cleansing.
- Writing content for internal or external comms across channels including social alongside the Communications Lead
- Proof reading, formatting documents, reviewing webinars & videos as well as other communication uploading to various channels and checking.
- Support Smartbox events, including internal, promotional and training events taking on responsibility for administrative tasks and event logistics.

- Monitor the marketing inbox and marketing request forms on a daily basis liaising with the wider marketing team.
- Co-ordinating monthly KPIs and marketing reports alongside the rest of the team.
- Research and analysis as and when required.
- Co-ordinate the marketing library ensuring it is up to date and categorised, converting some content into other formats to make them accessible as possible.

The successful applicant will also be asked to perform other duties on an ad-hoc basis and will need a proactive attitude to this.

Essential skills/attributes

- Excellent written skills.
- Experience using Microsoft Office.
- Strong organisational skills.
- Attention to detail.
- Ability to work both independently and as part of a team.
- Willingness to undertake a variety of marketing tasks.
- Ability to prioritise effectively.

Useful skills/attributes

- Knowledge of an Adobe CC programme.
- Video capture and editing.
- Experience of using a website CMS.
- Clean driving licence.

Rewards and benefits

- Smartbox offers comprehensive benefits including Company Pension, Group Life Assurance and Income Protection together with Private Medical Insurance
- 25 days holiday plus public holidays
- Laptop provided
- We are passionate about our people and offer many social events including a family weekend away, social outings and a Christmas party each year
- Flexible working opportunities