

## Marketing & Admin Assistant

### Reporting to: Managing Director

The post-holder plays an important role in our energetic team by undertaking administrative and marketing work essential to driving new business and keeping the wheels turning.

#### The role includes:

- Maintenance and co-ordination of electronic and manual records systems.
- Creation and maintenance of our databases, ensuring compliance with Data Protection regulations.
- Upkeep of websites including creating and uploading content and images.
- Administration and maintenance of our social media channels.
- Managing our image library and dealing with image requests, including editing of images.
- Creation of marketing materials using varied formats and media and adhering to our brand guidelines.
- Compiling content for digital communications to staff, suppliers, customers and other stakeholders.
- Creating signage and labelling for displays.
- Administration associated with projects and events, such as management of bookings.
- Answering phone and email enquiries.
- Managing incoming and outgoing mail.
- Arranging meetings, venues, etc. and minute taking.

#### Experience and skills required:

- Experience of an office environment and understanding of office systems.
- Quick-thinking, especially under pressure.
- Strong written and verbal communication skills with a polite and friendly style.
- At least 5 GCSEs, including A\*/A in English and A\*/A/B in Maths, or demonstrable equivalent ability.
- A good team player.
- Ability to multi-task and adapt and flex as necessary.
- Excellent IT skills and digital awareness, including advanced and detailed knowledge and understanding of Microsoft Office applications (particularly Word, Excel and Outlook), file and image management and website content management systems.
- Experience or knowledge of Cornwall's food and drink industry and/or a retail environment would be an advantage.
- Experience or knowledge of graphic design software would be an advantage.
- Own car and driving licence are essential.

#### What the right candidate can expect from the job:

- The opportunity to work for a highly reputable, award-winning, dynamic Cornish brand and to be part of a pioneering business.
- The opportunity to work among a strong and committed team and with our many talented suppliers and loyal customers.
- Fast-paced, varied and rewarding work in a supportive environment.
- A chance to contribute ideas within a nimble enterprise that adapts and evolves swiftly and imaginatively.
- The chance to hone and extend skills and progress a career.

### Hours, pay and benefits:

- 30 hours a week, ordinarily between Monday and Friday. Some weekend and evening work will be required to provide office cover and during special events. Hours subject to discussion and some flexibility is possible but it is anticipated that the post will be for 6 hours a day, 5 days a week.
- Staff discount, parking, uniform.
- Salary £17-19k pro rata, depending on ability and experience.

### What to do next:

If you think you have the right skills and qualities and would like to apply, please email Ruth Huxley, Managing Director: [ruth@greatcornishfood.co.uk](mailto:ruth@greatcornishfood.co.uk), with the following:

- An up-to-date CV of no more than 2 sides of A4 at min point 10 font size. If you include more pages, only the first two sides will be read.
- A covering email of no more than 200 words explaining why you would like this job and why you feel you would be a good candidate.
- Current salary and notice period/available start date; if unemployed, most recent salary.
- Current address.

Applications close at 5pm on Friday January 19<sup>th</sup> 2018.