

Job title: Graduate Marketing Assistant

Location: Stanstead Abbots, Hertfordshire, UK

Closing date: 30th June 2022

Salary: £18,000-£23,000 per year DOE

Job type: Full time, permanent

Position overview:

Due to our continued expansion both domestically and internationally, Silent Sentinel is recruiting a Graduate Marketing Assistant to support the Marketing team. Your role will involve supporting the Marketing Manager and Sales Director with the day-to-day running of our marketing, liaising with agencies and supporting our international Sales Team. The role is diverse and requires you to be able to multitask effectively. The ideal candidate will need to be passionate, self-motivated with excellent organisational skills and critically a team player.

Silent Sentinel Ltd is a thermal camera manufacturer based in the UK with offices in the USA and UAE. In 2020 they won a Queen's Award for Enterprise and have recently won Small to Medium Business of the Year and Export Business of the Year at the Inspiring Hertfordshire Awards. With an open place office set by the river, and a 2:30pm finish on a Friday, Silent Sentinel is a friendly, sociable and forward-thinking business to work for.

Duties and Responsibilities:

- Social Media - Thinking of, creating and posting creative content
- Events - Supporting both internal and external company events in terms of organisation and photography when needed
- Website – Administration and publishing content
- Email marketing – creation of content, building marketing campaigns in MailChimp and growing and managing our database
- Work as part of a team to improve internal comms
- Help with the ordering of branded items
- Working closely with agencies on various marketing assets
- Supporting the sales teams with promotional literature and content
- Monitor GoogleAds
- Support product launches
- Grow our customer base with new ideas and engaging content

Skills Desired:

Training will be offered but a basic knowledge is desired

- Digital marketing skills including managing social media pages
- Website administration experience (ideally WordPress)
- Experience using creative tools such as Photoshop or Canva
- Microsoft Word, Excel and PowerPoint
- Familiarity with CMS, SEO, CRM and data management
- MailChimp
- Google Analytics

Attributes:

- Be driven and a self-starter
- Team player
- Willingness to get stuck in and learn
- Excellent attention to detail
- Strong organisational skills
- Professional and friendly with the ability to build effective working relationships internally and externally
- Willing to use initiative and take a hands-on approach
- Flexible and adaptable mindset

The successful candidate will be based at our headquarters in Stanstead Abbots, Hertfordshire. This is not a home-based role.

Closing date 10th July 2022

Please send your CV via email to madeleine@silentsentinel.com