

Job title: Creative Marketing Assistant

Location: Stanstead Abbots, Hertfordshire, UK

Closing date: 22nd August 2021

Salary: £18,000-£22,000 per year DOE

Job type: Full time, permanent

Position overview:

Silent Sentinel Ltd is a UK based manufacturer who provides advanced and highly modular surveillance camera platforms for land and maritime surveillance applications. Due to our in-house design team, we can create bespoke solutions to meet the most challenging requirements.

Silent Sentinel operate across the globe, and due to our continued expansion over the past 17 years, both domestically and internationally, Silent Sentinel is recruiting a Creative Marketing Assistant to support the Marketing team. This person will be responsible for designing and creating all marketing materials as well as carrying out other more traditional marketing duties. We are looking for a talented individual with either professional experience or someone with a strong portfolio who can bring creative and innovative ideas to a rapidly expanding business.

Duties and Responsibilities:

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- Work on creative new concepts and fresh ideas for the marketing/sales team
- Design printed materials, webpage banners, brochures, graphics, and social media content
- Design stand graphics for exhibitions and events
- Managing and overseeing print and promotional material, working with various suppliers - ensuring quality is maintained and spotting any errors beforehand as well as tracking all collateral
- Photography of our products when required (camera provided)
- Video editing
- Work within current brand guidelines and to develop our branding
- Assist in updating the website
- Regularly provide insights on trends, concepts/designs and innovation which can improve existing material, used for new content and improve overall processes
- Assisting with social media content creation and posting
- Attending and assisting with events and demos throughout the year
- Ad hoc duties as and when needed

Experience and skills required:

- Highly competent in Adobe Creative Suite, specifically Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premiere Pro and Acrobat.
- Excellent core graphic design, typography, layout, and digital standards.
- Getting stuck in, you're not afraid to get your hands dirty and help out where needed.
- Superb art working skills; create print-ready files for external production
- An excellent eye for detail
- Experience in photography (desirable)
- Ability to work short deadlines with a fast turnaround

This position will be around 75% creative work and 25% other marketing disciplines, so please make sure you are happy with that split before applying!

Individuals who have worked within a team; but can be trusted working on their own would be ideal. Previous SME experience would be desirable.

Please note, for the interview process you will be required to bring a portfolio of your work with you.

The successful candidate will be based at our headquarters in Stanstead Abbots, Hertfordshire.

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