

Job Description

Job Title

Administration and Marketing Support Assistant

Reports to

Office Manager and Director responsible for marketing

Job Purpose

To provide administrative support to both the Architecture and Consulting sides of the business as part of an administration team, as well as offering administrative support to business marketing activities.

Main Duties and Key Accountabilities

- Maintain and develop hard-copy and electronic project filing / information systems
- Data entry and retrieval using a variety of computer systems and software packages
- Production of accurate, timely and presentable documentation to in-house standardised procedures for external communication
- Liaise with clients regularly for information collation
- General market research to support marketing activity in target sectors
- Provide support in the publication of a quarterly newsletter
- Coordinate the publication of news stories on the website.
- Organise and attend meetings and be prepared to share your ideas for improving marketing
- Provide support within the administrative team, including holiday cover
- Cover reception and meeting-and-greet duties when needed
- Project a professional company image through in-person and telephone interaction

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.

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Further Details

Though your time will be divided between general administration and marketing to support the sales activities of the business, this role is firmly rooted in office administration with marketing administration as a secondary part of the role. In time, this role will develop its marketing focus as you become more familiar with **gcp**'s services.

Your main tasks will involve data-entry, maintaining electronic and hard-copy filing systems and answering the telephones but also, drafting press releases, carrying out market research and overlooking the production schedule of our newsletter.

You should be a good communicator, able to take initiative and should not be put off by having a weekly set of repetitive, yet essential tasks such as database maintenance. Along side this you should be flexible and able to adapt to new tasks within your skill-set on an ad-hoc basis.

You will be enthusiastic about marketing and enjoy keeping things organised. You will be happy and productive working independently within the office and you will also work well within teams. You will be a confident speaker, prepared to share your ideas for improving marketing as well as understanding the basics of marketing techniques such as direct mail and newsletter production. A background in marketing or marketing administration would be advantageous but not essential, as you will receive on-the-job training.