

Job Title **Marketing Assistant (Full-time)**
Department **Marketing Department**
Location **London**
Reporting to **Head of Marketing**

Salary **25-30k (Depending on experience)**

Please send CVs to Careers@tpbennett.com

The Role

This is an exciting opportunity for a marketing candidate to develop their skill base as part of the creative marketing team for a leading London-based architecture, interior and planning practice.

You will be required to work closely to support and implement client-focused marketing and business development plans and initiatives.

If you enjoy variety in your work, can perform well under pressure and are a team player you will thrive in this position.

Key Responsibilities

- Maintain marketing plans & calendars, providing support through their implementation
- Maintain marketing contact lists/CRM support
- Assist in the production of a wide range of marketing collateral
- Maintain wide range of marketing libraries
- Coordinate and support both internal and external marketing communications
- Maintain practice website/manage digital content and social media activity
- Coordinate and support the delivery of internal and external events
- Provide support to the PR process
- Coordinate and produce marketing reports
- Prepare and coordinate award entries
- General administrative support

Qualifications, Experience & Skills

- Degree educated or a recognised Marketing diploma
- Experience in a marketing role with B2B-focused marketing experience
- Experience in the architecture or interior design industry will be advantageous
- Excellent communication skills (written and spoken) with the ability to build and maintain good relationships at all levels
- Demonstrated experience of managing multiple priorities with minimal supervision
- Good problem-solving skills
- A flexible approach to work/team support
- Computer literate – advanced skills in Microsoft Word, Excel and PowerPoint
- A team player
- Ability to work in a culturally diverse environment
- Ability to commit to and demonstrate our Corporate Values: Design-led, Responsible, Intelligent and Collaborative.