

# Trainee Marketing Assistant

Job title	Trainee Marketing Assistant
Job Description	<p>An exciting opportunity is available with Cloud9 Business Services, a forward thinking, young and dynamic telecoms company.</p> <p>We are looking for a passionate trainee who is keen to start their career within Marketing.</p> <p>The Trainee Marketing Assistant will tell the story of Cloud9 Business services through our marketing and social media channels.</p> <p>The role will involve creating content for website, blogs, social media channels and email marketing.</p> <p>The ideal candidate will be ambitious, driven self motivated and keen to get struck into a task.</p> <p>This is a great opportunity to become part of a young, vibrant team. You will be offered excellent training, mentoring and support to help further your marketing career.</p>
Main purposes of job	<ol style="list-style-type: none"> <li>1. Support the creation of social media content and assist with posting to channels.</li> <li>2. Support creating customer profiles and marketing preferences</li> <li>3. Assist in maintaining a marketing database</li> <li>4. Support the creation and delivery of email marketing campaigns.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Creating marketing materials such as case studies and presentations</li> <li>6. Assess competitors and help ensure we are up to date with latest trends.</li> <li>7. Work closely with the MD, Internal teams, clients and partners on marketing strategy</li> <li>8. Learning and working with various types of software for digital marketing</li> <li>9. Providing administrative support to the sales and marketing team.</li> </ol>
Requirements	<ol style="list-style-type: none"> <li>1. Excellent written and verbal communication skills.</li> <li>2. Competency in Microsoft applications including Word, Excel and Outlook.</li> <li>3. High level of attention to detail</li> <li>4. Ability to work effectively within a team and independently</li> <li>5. Experience of using technology for a variety of tasks</li> <li>6. Ambitious, eager to learn</li> <li>7. Good organisation skills</li> <li>8. An interest in technology!</li> </ol>
Key results/objectives 1	<ol style="list-style-type: none"> <li>1. To raise profile of company and brand</li> <li>2. To use social media channels to drive traffic to website / sales leads</li> <li>3. To support sales teams</li> </ol>
Responsible for staff/equipment	<p>Homeworking role.</p> <p>Laptop and access to software will be made available.</p>

Reporting to... (name and title of line manager)	Jo Renhard Customer Service Experience Director