



Marketing Assistant

Full time - Job description

About the role

Reporting to the Head of Marketing and Digital Marketing Executive, this is a varied role for someone starting their marketing career. The role will see you getting involved with the full marketing mix, supporting the Head of Marketing and Digital Marketing Executive with offline and online campaigns. Being a small team, the ideal applicant needs to be a self-motivated and happy to get involved with all projects.

Is GE right for you?

A dynamic and evolving organisation which puts individuals at the heart of its business. We provide exciting opportunities across our firm, enabling our team to achieve new heights in their career. Here you will be challenged, supported and most importantly heard, enabling you to develop your skills and grow professionally and personally.

You will receive hands on training, personal development and support from leading and seasoned practitioners, partners and experts in their field, enabling you to quickly grow your knowledge and expertise and excel in your chosen career.

How we give back

To ensure our employees know how much we value their hard work, we offer an extensive benefits and perks package. Our package covers your lifestyle, health and wellbeing, development and finances. How about an additional day off to celebrate your birthday? Or utilising our in-house mentoring scheme? And access to our Work Life Well platform? These and many more perks are included in your GE employee benefits pack. To see the full list, [click here](#).



What will the role entail?

Responsibilities

- Internal communication – organising internal lunch and learns for the team and keeping the team Sharepoint page up to date
- Website – maintaining and updating the website with new articles, team members and vacancies. Also, conduct regular website audits to ensure all content is relevant and up to date
- Pitch documents – supporting partners in creating pitch documents and collateral
- Collateral – support the team with creating branded collateral as and when needed. Also, ensuring all collateral is up to date
- Golf Society – support with the organisation of events
- Newsletters and emails – working with the Head of Marketing and Digital Marketing Executive to create the newsletters for Gerald Edelman’s service lines via Campaign Master
- Proofreading copy - to ensure it is error free and reads seamlessly.

Other responsibilities

- Service marketing support, which may include data mining contacts, creating and sending letters and emails, ad-hoc design work
- Social media support – supporting the Digital Marketing Executive with GE’s Twitter and LinkedIn page as and when required
- Support with firm webinars
- Ad-hoc marketing work when required

Requirements

- A minimum of six months marketing experience with up to twelve months preferred
- Experience in a corporate environment would be advantageous
- Keen interest in marketing and pursuing a career in this area
- Good time management with ability to meet deadlines
- Being a self-starter is essential
- Flexible attitude, with ability to prioritise workloads
- An ability to work on your own and as part of a team
- Strong interpersonal, verbal and written communications skills
- Proactive and able to drive initiatives forward

Want to learn more about life at GE?

Use the QR code below to hear what our team have to say.

