

AVAILABLE POSITION

Marketing and Communication Coordinator/Officer

Job description

LOCATION

- Based at Aquila House, Hampshire SO21 1QA
- Frequent travel to client and supplier sites.

QUALIFICATIONS

- Minimum 2 years' experience in B2B marketing function.
- A bachelor's degree in marketing/communications or related discipline (from CMI/IDM etc) is desirable.

Key Aims & Objectives

- Support, develop and implement communication and marketing plans throughout CAN in alignment with Executive and Group strategies, including the company's goals and objectives.
- Promote CAN, and Group, projects, initiatives, and milestones to internal and external stakeholders across a range of platforms.

Prime Responsibilities and Duties

- Implement the marketing and communication plan, including campaign creation and execution and providing ongoing reporting to relevant stakeholders.
- Manage and grow our social media presence across multiple platforms, analysing performance metrics to develop plans and content for campaigns.
- Support line manager to ensure compliance of marketing content/brand guidelines.
- Draft press releases and seek approvals from relevant stakeholders prior to issuing.
- To prepare, review, revise and edit a variety of company's documents of internal and external publications for assigned projects when necessary.
- Responsible for the internal communication calendar to ensure a regular drumbeat of content, drafting all internal communications as per line manager's request/Executive Leadership team.

Required Skills

- They will have proven experience in developing and managing marketing and communication plans on time and to budget.
- Our ideal candidate will need an in-depth knowledge of digital marketing, including social media and web analytics.
- They will be excellent communicators, with good organisation and project management skills.