

JOB TITLE:	Marketing Executive and Client Services Manager	DURATION:	2 years
DEPARTMENT/GROUP	Marketing	WORKING HOURS:	8:45 am – 5:30 pm
LOCATION:	Surrey, England	EXPECTED START DATE:	June 2018
POSITION TYPE:	Full-time		

APPLICATIONS ACCEPTED BY:

E-mail:

jaiah.decastro@cherithsimmons.co.uk

Subject Line:

For the attention of Jaiah De Castro and Job title

Please include a cover letter.

JOB DESCRIPTION

Marketing Executive

The job holder is required to:

- Design and update sales material (brochures, magazine adverts, programme outlines etc.)
- Manage PPC marketing (Google and Bing AdWords)
- Manage social media presence (Facebook, twitter, LinkedIn)
- SEO – ensuring the website is working efficiently and generating leads, website is up to date
- Lead generation (telemarketing, inbound enquiries, email campaigns, text campaigns)
- Lead weekly sales meetings
- Organise and write tenders
- Identify suitable opportunities to present, attend and exhibit at conferences

Client Services Manager

The job holder is required to:

- Promote contact and manage relationships between the company, its clients, programme participants alumni and suppliers
- Provide administrative support for the development of training programmes and their delivery
- Event management
- Communicate progress, participate in company meetings, take minutes and action objectives from meetings

QUALIFICATIONS

The candidate will have:

- A degree or relevant work experience
- Excellent organisational, time management and communication skills
- Ability to work in a small and fast-paced environment
- The ability to use the Microsoft Office Suite and the internet effectively
- Excellent teamworking skills and the ability to develop good working relationships
- Some knowledge in Business management, Marketing, Advertising and Sales.

The ideal candidate will have some experience in:

- A degree (or equivalent) in Business management, Marketing, Advertising and Sales.
- Working in an office environment and dealing with customers and/or clients
- Some experience in IT maintenance
- Have a UK driving license with no previous convictions and own transport

BENEFITS TO THE CANDIDATE

- Full training given
- Fantastic chance to gain real world work experience in various
- Opportunity to complete the ILM Level 7 in Leadership and Management qualification (equivalent to the 1st year of a Master's)

MARKETING EXECUTIVE AND CLIENT SERVICE MANAGER

- Surrey England
- Marketing

Cherith Simmons is a Training Provider based in Surrey looking for a highly motivated individual to join our Marketing Team. This role is a 2 year Graduate Scheme for a Marketing Executive and Client Services Manager. It is the perfect chance to jump start your Marketing Career! The successful candidate will have the opportunity to complete the ILM Level 7 in Leadership and Management qualification (equivalent to the 1st year of a Master's).

Please email your CV to Jaiah.DeCastro@cherithsimmons.co.uk or telephone 01932856565 for more information.