

Marketing Coordinator

Job Description / Person Specification

The nitty gritty of the role:

Reporting to	UK Business Development Director
Normal Working hours	The hours are flexible and to be confirmed. As a guide we anticipate between 18 to 24 hours work a week, but this can be flexed for the right candidate.
Remuneration	The salary will be dependent on experience and will be pro-rata for the hours worked.
Standard stuff:	
Holiday	5 weeks + bank holidays + long service extra days
Pension Scheme	Auto Enrollment (5%+3% contributions)
Parking	Free parking on site
Perfect Attendance Bonus	Annual bonus for "perfect" attendance

Who are we looking for:

NOTE is one of northern Europe's leading contract manufacturing providers for electronics and complete products operating nine sites around the world with three in the UK.

The prime responsibility of the role is to manage and drive the UK marketing function. This involves working with all levels of staff to understand how we operate and the content messaging we need to deliver to grow our business.

Reporting to the UK Business Development Director you will work with other heads of departments to deliver an effective marketing strategy to support our sales objectives.

We currently market the business via website, social media, trade publications, short visual promos and specialist marketing materials including internal newsletters and external targeted mailings.

If you are an experienced digitally savvy marketer then this could be the right job for you.

This is an ideal opportunity for an experienced B2B marketer, with a keen interest in the evolving world of Electronics Technology, looking for a part-time opportunity.

The role is based in Windsor with the possibility to work some time remotely as well as at the factory. The ability to work on one's own initiative is essential.

Key responsibilities:

- Manage and drive the marketing plan for the UK
- Creating multiplatform content to attract 'right-fit' prospects and customers
- Maintain the website, which is WordPress based, ensuring it is high on SEO rankings
- Maintain the company's social media on LinkedIn, Facebook (for employees) and Twitter

- Ensure that the prospect CRM database is kept up to date for mailings
- Prepare and distribute marketing material by mail, email and via social media updates
- Follow up some marketing activity with direct calling and/or customised emails
- Scope out specific target markets or prospected as required

Person Specification

The person most likely to be offered this role will have / have previous experience in:

- Business to business marketing
- Creative design – newsletters, marketing material, web pages etc.
- Excellent communication skills – both verbal and written
- The ability to multitask and to create and run projects
- The personality to be an effective team player
- Knowledge on running effective Google Ad campaigns is important
- Managing social media platforms
- Excellent skills in Wordpress, Word, PowerPoint and ideally Publisher, Dreambroker and Monster Insights platforms plus the ability to learn new systems

How to apply:

Either:

Email us at jobs.windsor@note-ems.com with the following attachments:

- a completed application form
- an up to date CV
- a specific covering letter making it clear why you are right for this position.

Or

use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)