



Marketing Assistant

Carson McDowell has a fantastic opportunity for an experienced, motivated and creative individual to join the Marketing department as a Marketing Assistant.

This exciting role involves working with the Marketing Manager on numerous and varied marketing projects, events and hospitality management for the firm.

The duties will include, but are not limited to the following:

- Drafting press releases
- Designing marketing collateral, including brochures in conjunction with external design consultants
- To assist in the production, development and distribution of marketing collateral – liaising with external suppliers where necessary
- To assist with the maintenance of the firm's website
- To manage digital marketing and reports
- Organising and managing seminars
- Organising and managing client hospitality events both internal and external
- Maintaining the marketing databases
- Assisting with the bids and proposal process – including collating research; working with the proposal team and assisting with tender documents
- Assisting with the production of pitch material

Applicants will have obtained a marketing related degree or equivalent (including CIM qualification). Candidates will also have at least 1 years previous Marketing experience.

All applicants must have experience in both online and offline marketing and knowledge of design packages would be an advantage. We require an enthusiastic individual with a proven ability to use their initiative and manage their own time.

Applicants should apply by emailing a covering letter and CV to Marie McKeown, Human Resources Manager, Carson McDowell - marie.mckeown@carson-mcdowell.com