

Job Title: Marketing Executive

Person Specification: ESSENTIAL (E) or DESIRABLE (D)

Qualifications: A Level or NVQ Level 3, Degree or other relevant qualification.

EXPERIENCE	
Minimum 3 years work experience in a commercial business environment	D
Proven experience of producing statistical reports and interpreting data	E
Proven experience of working with clients at all organisational levels building trust and rapport	D
Working in a busy press/communications environment	D
Experience of using a range of social media tools	E

KNOWLEDGE	
Advanced knowledge of all Microsoft office packages	E
Website content management, use of Adobe Photoshop, Mailchimp	D
Knowledge of emerging social media platforms	D

SKILLS AND ABILITIES	
Proven ability to plan, prioritise and meet deadlines of the company.	E
Proven Excellent IT skills, including Microsoft Office.	E
Full, clean driving licence	E
Proven interpersonal skills and ability to work with individuals at all levels	E

PERSONAL QUALITIES	
A positive can do attitude, adaptable to change.	E
Flexible and focused on delivery.	E
Commercially focused	D

MOTIVATION	
Driven to achieve results.	E
Proactive approach to work.	E