

**Marketing and Communications Administration Assistant. Full Time Gateshead.**

**£20k per annum. Plus Pension, Benefits and Generous Holiday Package.**

**Title: Marketing and Communications Administration Assistant**

**Reports to: Chief Operating Officer**

LexiaUK Ltd. is an expanding educational software company and the UK's exclusive distributor of Lexia Reading Skills Software. Due to continued rapid expansion we now seek a Marketing and Communications Administration Assistant as part of a drive to enhance our communication channel to our existing customer base and to increase new business.

You will help maintain and develop the company's presence across all forms of communication. This is a varied and interesting role, working closely with all departments.

Experience in the educational sector would be advantageous however not essential as support will be provided.

**Duties / Responsibilities:**

Supporting the sales and marketing functions, you will assist in implementing assigned marketing campaigns for our products and services.

This job is full of variety and you will need to be able to turn your hand to a multitude of tasks. A Marketing and Communication Administration Assistant's regular 'to do' list includes:

- Assisting in the administration of organising promotional events
- Database cleaning – Updating Excel spreadsheets through outbound telephone work
- Booking venues, travel and accommodation
- Printing and collating promotional materials
- Assisting with the delivery of email and postal campaigns
- Communicating with customers, both verbal and written

In addition to the above you will be required to assist the Sales and Marketing teams with various related tasks

Person

- Highly literate with strong communication skills
- Proven track record of meeting assigned targets and deadlines

**Job Specification:**

Essential:

- Educated to A Level English
- Excellent communication skills (written and verbal)
- Ability to be adaptable in order to meet the demands of this varied role
- Excellent ICT skills – in particular Word and Excel
- Required to take holidays out of school term time

Desirable:

- A relevant marketing degree or qualification, or three years' experience in a similar role
- Knowledge of the Education Sector
- Knowledge and experience of how children learn to read

**Notes:**

As the Marketing and Communications Administration Assistant you will work with school data and may visit schools therefore the successful candidate must pass a DBS check.

LexiaUK views the Job Description as a developing document which will be reviewed at appraisal meetings or as and when the company sees fit, according to business needs.