|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Marketing & Admin Assistant |  | A picture containing icon  Description automatically generated |
| **Reports To:** | Practice Manager |
| **Location:** | Canterbury, Kent CT1 |
|  |  |
| **Job Role:** | **The job**This varied role will require the successful candidate to support the Practice Manager in managing the office & delivering marketing activities. This includes basic day-to-day requirements around facilitating the smooth running of a busy office, including managing incoming calls, managing supplies, organising diaries, and managing IT needs/problems. It will also include assisting our Project Surveyors with admin related tasks such as minute taking/writing and updating of drawing registers.The other part of this role will see the successful candidate actively aiding in the rollout of the marketing strategy for the business. This may be through updating social media, creating new content for the website, ensuring brand consistency, or organising meetings and events. **The person***Essential** A-Level qualified
* Experienced in an administrative role in an office environment
* Experienced in basic marketing (this could have been in a paid or voluntary role) e.g. delivering social media, organising events
* Multi-tasker
* Proactive nature, anticipating needs and assess situations quickly
* Professionally and capably dealing with administrative tasks
* Excellent writer and confident communicator
* A willingness to take on new roles and responsibilities
* Can-do attitude, not afraid to give something a go

*Desirable/Advantageous** Degree qualified, ideally in Business, Marketing, English or similar
* Previously created original content / written copy for marketing purposes
* WordPress experience
* Experience with Adobe Creative Cloud – Indesign, Photoshop, Spark
* Bid/tendering experience
* Construction industry experience/understanding
* Driving license

In return, you’ll be exposed to all aspects of a successful local construction consultancy business and have the ability to undertake training to enhance and grow your skills. In the beginning, this role will be based in our office in Canterbury as you learn about your new role, the business and meet your colleagues. However, there will be an opportunity to work more flexibly as you settle in, subject to business needs. This role is a full time and permanent position offering a salary of £18,000. B&M are an equal opportunities employer who are Investors in People accredited.  |
|  |  |
| **Job Description:** | Ensure the smooth running of the office* Deal with post and deliveries
* Receive and manage company email inbox effectively and timely
* Meet and greet visitors in a professional and efficient manner
* Manage incoming calls professionally and effectively
* Management and maintenance of on-site and off-site filing systems
* Undertake general administrative duties, typing, filing, printing, posting etc
* Manage booking of meeting rooms, food and refreshments etc.
* Purchase and manage all stationery and kitchen supplies
* Assist in maintaining all business portal accounts
* Administrate the company’s e-tendering facility through use of ShareFile
* Liaison with IT support service provider regarding company IT issues including day to day problems, ordering of equipment etc
 |
|  | Support the Practice Manager * In marketing and business development activities including:
	+ Creating content for case studies, news pieces, press releases
	+ Posting on social media
	+ Keeping the website up to date
	+ Assisting in organising events
* In health, safety, quality and environmental management activities
* In preparation of tender documentation (SQ’s and ITTs)
* With the Quality Management System and other accreditations
 |
|  | Administrative support for the wider team as required. Sample tasks may include:* Attending meetings with the Project Surveyor to take minutes
* Undertake drawing checks against Employer’s Requirements
* Review of handover documentation prior to issue
* Bringing together tender documentation & contracts
* Checking the status of and updating drawing registers
* Undertake all other reasonable activities as requested by Practice Manager and/or Directors
 |
|  |
|  |  |
| **Person Spec.:** | **Skills** | **Essential** | **Desirable** |
| The successful candidate will be:* Proactive
* Creative
* Friendly
* Confident
* Welcoming
* Ambitious
* Professional
* Courteous
 | Maths and English GCSE (or equivalent) – A\* to C Grade |  |  |
| Excellent manner & clear communicator |  |  |
| Ability to work well as part of a team |  |  |
| Accuracy and attention to detail |  |  |
| Enthusiastic and willing to learn |  |  |
| Able to work from own initiative |  |  |
| Relevant administrative experience |  |  |
| A-Level / BTEC (or equivalent) educated  |  |  |
| Understanding/experience of working in the construction industry |  |  |
| Research skills |  |  |