

Job Description

Role: Marketing Assistant
Location: London, City
Reporting to: Marketing Manager
Type: Permanent

Sapphire is a leading provider of IT software solutions to growing, midsize and international businesses. To help support our ambitious expansion plans, the company is looking to recruit a career-minded individual who wants to establish themselves within the technology sector. This is a hands-on role which is expected to be extremely demanding and so the successful candidate will be a bright, confident individual with great organisational, communication and interpersonal skills.

Responsibilities include:

- Managing data requirements, working closely with data cleaning and campaign teams
- Preparing and formatting mailing lists.
- Database updates and administration (using SAP Business One and CommuniGator)
- Event research, administration and support.
- Monitoring status of leads
- Supporting the team members across a range of marketing programmes as required.
- Fielding incoming cold calls for the marketing team.
- Fielding overspill calls for Sapphire's main number.

Experience and Qualifications:

- Good Microsoft Office skills – particularly Microsoft Excel.
- At least one years experience within a business to business office environment – preferably within a sales administration or marketing role.

Personal Attributes:

- Effective interpersonal skills – highly articulate and confident.
- Excellent grammar and writing skills.
- Strong organisational skills with the ability to manage several - often conflicting - priorities.
- Great team working skills.
- Effective administration and time management skills.
- Ambitious with the drive and determination to succeed in a sales-driven and competitive industry.

Package

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- Working hours 9.00 – 5.30pm (1 hour lunch)
- 20 days holiday (additional 1 day per calendar year worked up to 30 days)
- Contributory pension scheme (after one year's service)
- Contributory Health or Gym membership (after one year's service)