

Job Description – Marketing Assistant

Job Title:	Marketing Assistant
Responsible to:	Sales Director
Based at:	Cardiff Office

Company Info:

Oprema® are multi-brand distributors of High Definition CCTV, Access Control, Fire Alarm Systems and Intruder products to the security and surveillance trade, and have been recognised as a 'Fast Growth 50' company in 2015. A young, vibrant, forward thinking company with ambitious growth plans in 2016 and beyond. We are looking to recruit a Marketing Assistant. With the business growing rapidly, the right candidates will no doubt have the opportunity to develop new skills and progress through the company.

Main Purpose of Job:

The Marketing Assistant will assist the Marketing and Ecommerce Manager in the design and maintenance of the Oprema Catalogue and website, as well as the maintenance of all Oprema social media and e-communications.

Key Responsibilities:

- Design of Oprema Catalogue
- Website updates
- E-communications
- Social media communications- LinkedIn, Twitter and Facebook
- Price List updates
- E-commerce and SAP interface

Person Specification – Marketing Assistant

Job Title:		Marketing Assistant	
	Essential Requirement	Desirable Requirement	Method of Assessment
Qualifications	None	Marketing qualification Graphic Design	Interview and certificate check.
Experience	Adobe in design Adobe Photo shop Mail Chimp/E-communication tools	Catalogue/brochure production	Interview and references.
Knowledge and Skills	Proficient in Microsoft Office programs- particularly Excel. Proficient in social media- Twitter, LinkedIn, Facebook	SAP experience	Interview and references
Personal Qualities	Goal orientated Self-starter Creative Able to work in fast pace environment, whilst meeting deadlines		Interview

The University is participating in the Santander Intern Programme, connecting talented graduates with some of the UK's fastest growing, most exciting small and medium-sized enterprises (SMEs). Santander is part-funding 3 month internships for final year students and recent graduates. If you would like to kick-start your career and build valuable experience fast, this is a great way to do it.

Job description and person specification

N.B. This opportunity is open to Cardiff Met final year students and recent (in the last 2 years) graduates only.

The application:

Send a CV and covering letter of no more than one page explaining why you are the right person for this internship by email to:

Natasha Owens
Human Resources

natasha@oprema.co.uk

Deadline: 12.00 am - 29/02/16
Interviews: TBC