

Marketing Assistant



The Company

We are a commercially minded, dynamic, and entrepreneurial business maintaining the highest level of integrity in all our working relationships. Our commitment to service excellence and legal expertise sets us apart, offering friendly assistance and innovative solutions to our clients and referrers seeking conveyancing advice.

As one of the first Alternative Business Structures (ABS), we provide transparent, reliable conveyancing services regulated by the Council of Licensed Conveyancers. Our team includes qualified solicitors individually regulated by the Solicitors Regulation Authority. Driven by the passion and dedication of our employees, we are undergoing significant growth and are seeking individuals who are aligned with our commitment to success, innovation, and service excellence.

The Role

Join our dynamic Marketing department as a Marketing Assistant, where you'll play a crucial role in our team. We are searching for an individual with a keen interest in sales and marketing, exceptional attention to detail, and preferably previous experience or qualifications in a similar role. Working closely with the Sales team and reporting to the Associate Sales and Marketing Director, you will play a pivotal role in enhancing awareness of our outstanding service and leading-edge conveyancing solutions among prospects and clients.

Responsibilities include assisting in the execution of internal and external marketing activities, coordinating mailings and newsletters, implementing internal initiatives, and ensuring consistency across all communications for the business.

What we are looking from you

- Meticulous attention to detail
- Cheerful and friendly demeanour with a calm and professional disposition
- Competency in Excel, Word, and Outlook; proficiency in design software is preferred
- Ability to work collaboratively as part of a team while also thriving under minimal supervision
- Self-motivated and enthusiastic with a knack for initiative and creative thinking
- Excellent written and verbal communication skills

Progression: We believe in nurturing talent and fostering ambition. We encourage your professional development and offer opportunities for career advancement. Exceptional candidates have the chance to grow with us and shape our future.

Benefits

- Competitive salary
- Convenient offices in central Guildford location with occasional travel to London
- Bupa cash plan
- Childcare vouchers
- 23 days' holiday per annum plus 3 allocated days at Christmas (pro-rated for the first year)
- Complimentary fruit, drinks, and chocolate!