



**The marketing department is responsible for forging relations with external clients by producing and executing innovative marketing plans for the company's conferences.**

As a Marketing Assistant you will support the Marketing Manager with the day-to-day tasks below:

- Update and develop event websites using CMS.
- Creation of marketing collateral using PhotoShop ensuring all marketing collateral is professionally produced, of the highest quality and adheres to the event and corporate branding.
- Prepare and send e-mail campaigns across the product line.
- Assist with the set up and implementation of company webinars.
- Negotiate and execute contra deals for maximum exposure of an event to a targeted audience.
- Write press releases and newsletter articles.
- Database management.
- Lead generation - finding new contacts specific to the events and driving traffic to the website.
- Answering the telephone to outside enquiries.

#### **The Person:**

- Exceptional written and verbal communication skills, excellent attention to detail and a flair for creativity and innovation.
- Can work under pressure to tight deadlines.
- Driven and professional with an organised and enthusiastic approach to work.
- Degree in Marketing would be an advantage.

#### **Benefits of this role:**

You will receive a basic salary from £16,000-18,000 PA + commission.

To the right candidate we provide excellent remuneration, training, benefits and long-term career plan.

Additional benefits include - gym membership, pension scheme, and regular social events.

#### **Oxford Global Marketing Ltd.**

Part 1st Floor Godstow Court | Minns Business Park | Botley | Oxford | OX2 0JB  
phone +44 (0)1865 248455 | fax +44 (0)1865 250985 | email : [info@oxfordglobal.co.uk](mailto:info@oxfordglobal.co.uk)