

For over 10 years, Oxford Global Conferences has produced cutting edge events and congresses for the Life Sciences Industry, annually bringing together over 3,000 industry leaders and solution providers at a senior level, creating the opportunity to partner, network and knowledge share.



Job Specification: Marketing Assistant

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 department with day-to-day tasks involving the event websites, email campaigns and company webinars.

Job Description:

- Updating and developing event websites
- Creating of marketing collateral, ensuring it is of high quality and adheres to the event and corporate branding
- Preparing and sending e-mail campaigns across the product line
- Assisting with the set up and implementation of company webinars
- Negotiating and executing contra deals for maximum exposure of an event to a targeted audience
- Writing press releases and newsletter articles
- Database management
- Finding new contacts specific to the events and driving traffic to the website
- Dealing with outside enquiries for the entire event portfolio

We are looking for someone with:

- 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 the 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.

What our staff say:

"I joined Oxford Global as a Marketing Assistant, and have since progressed to Marketing Campaign Manager. Oxford Global has given me the chance to learn different things every day which has improved my performance in my campaigns and lead to a promotion. What I like most about the company are my colleagues! There is a great atmosphere at work, people are friendly and happy and there are lots of opportunities to socialize after work, which is fantastic" - Angela, Marketing Campaign Manager

Interested in joining the team? Email your CV and cover letter to
careers@oxfordglobal.co.uk

Oxford Global Marketing Ltd

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