

Job Placement title Digital Marketing Assistant

Company name 6b Digital

Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

First Role: Junior Digital Marketing Assistant

6B Digital is looking for a Junior Marketing Assistant who is willing to work hard and grow with our company. The Marketing Assistant will report directly to the Marketing Director and will be responsible for taking on a variety of tasks that allow for the successful completion of planned marketing strategies. The successful candidate will perform reporting, assist in the development of marketing ideas, keep all Social Media accounts up-to-date, relevant copy/blog writing, track existing marketing campaigns and report on results and coordinate market research studies.

Essential skills, experience and qualifications (please do not use bullet points)

High attention to detail with excellent spelling and English language grammar

Great people skills with the confidence to liaise at all levels

Agile, goal oriented and hard working

Highly computer literate with an ability and willingness to learn new systems

Job category (DWP use only)

Number of hours per week 30

Working pattern and contracted hours (including any shift patterns) Full time 9-5pm Monday - Friday one hour lunch

Hourly rate of pay National Minimum Wage

Details of employability support (training opportunities/mentor)

Will have mentor
Will have training on all aspects of their day to day role

Closing date for applications 20/06/21