

Unit 3
Stourton Link
Intermezzo Drive
Leeds
LS10 1DF
Tel:
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Email:
hr@steepergroup.com

www.steepergroup.com

Vacancy

Marketing Assistant

The Steeper Group is a privately-owned business that was formed almost 100 years ago. Since then we have expanded across prosthetics, orthotics and assistive technology – with a focus on creating significant turning points in individuals' lives through exceptional clinical services and award-winning products.

We are a true leader in our market. From humble beginnings, we have grown to become one of the UK's largest suppliers of Orthotic, Prosthetic and Assistive Technology products. Uniquely, we combine age-old craft skills with the latest innovations in manufacturing and materials.

Steeper's vision is to create life's turning points, together. We aim to do this with innovative prosthetic, orthotic and assistive technology products and services.

We currently have a vacancy for a motivated team player to join our company as a Marketing Assistant working within our marketing team department in Leeds, promoting our vast portfolio of products and services to the UK and global markets.

This role is an ideal opportunity for a recent graduate looking to take their first steps in their marketing career, or a junior marketer who has experience in a similar role. The successful candidate will report to the Marketing Manager and work closely with the Marketing Communications Coordinator in a wide variety of projects across the group.

Duties/ Responsibilities:

In this role you will champion the Steeper Group brand throughout the company and contribute to the internal communications strategy.

In addition, you will:

- Design and coordinate engaging e-shots and physical mailers
- Assist with event organisation
- Assist with website developments and maintenance
- Update and maintaining the marketing department's documentation and databases
- Assist with the production of marketing literature – both offline and online, bringing creative ideas to the table
- Maintain the image library and relevant consent forms, identifying any gaps and assisting the Marketing Communications Coordinator in the organisation of any photography and/or filming sessions internally and externally when required
- Monitor and assessing the results of marketing campaigns
- Liaise with suppliers to gain quotes for marketing materials
- Log all central collateral (giveaways, event collateral, printed materials)
- Generate and schedule social media content across all Steeper social networks
- Contribute to the internal communications strategy
- Consistent proof reading of all materials – electronic and print
- Keeping up to date with changing trends by scanning the external environment and make recommendations for improvements to processes and procedures
- Other duties as reasonably requested

If you are a confident, enthusiastic individual with a creative flair and a passion for marketing, looking to join a leading B2B organisation in Leeds, we would love to hear from you! You will need excellent organisational, communication and interpersonal skills, strong attention to detail and experience in all Microsoft Office packages, Adobe InDesign and/or Photoshop.

Duties/ Responsibilities:

If you feel you have the necessary attributes to be considered for the above position, to apply, please complete an application form or submit your CV.

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Application forms can be obtained by emailing the HR team on (hr@steepergroup.com). Alternatively visit www.rslsteeper.com/careers and download an application form from the website.

Strictly no agencies

The closing date for applications is 31 January 2018



Steeper is committed to valuing diversity and treating everyone who works for or wishes to work for us fairly. We will treat everyone with the same attention, courtesy and respect, regardless of age, impairment, ethnic origin, nationality, religion or belief, social class, sex, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents, pregnancy and maternity or trade union activity. Steeper is committed to act positively towards disabled people and we actively welcome applications from disabled people.