

Job Description



Job Title: Marketing Assistant		Date: April 2025
Business Unit: Industrial Services and Group		Site/Function: Commercial – Honiton
1	Job Details	
	<p>(a) Responsible to: Marketing Manager</p> <p>(b) Collaborate with: All the Future Industrial Services Team Augean Group Commercial and Admin Teams Site Managers and their teams</p>	
2	Job Summary	
	We're looking for a proactive and organised Marketing Assistant to join our growing team. Your main duties will include supporting bids and online and offline marketing activities to drive continued business growth.	
3	Key Responsibilities	
	<ul style="list-style-type: none"> • Support the marketing team in creating the design and content of marketing materials, support with event planning, assist with analysing campaign performances as well as maintaining websites • Responsibility for social media platforms, primarily TikTok and Instagram, creating and managing posts/streams. • Facilitate the bidding process, efficiently manage eProcurement portal systems and act as Bid Coordinator for live opportunities. Support bid library management. • Format and develop bid response documents with effective version control. Create branded case studies, project presentations, and capability statements for bids. • Support weekly and monthly sales and bidding activity reporting. • Internal / External communications via email, meetings, infographics. • Support award nominations submissions. 	
4	Critical Qualifications	
	GCSE English and Maths at Standard Grade (or equivalent)	
5	Critical Knowledge, Skills and Experience	
	<ul style="list-style-type: none"> • Qualified to a minimum of Level 4 or equivalent in a relevant subject or equivalent industry experience. • Strong written communication skills • Strong Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams) skills. • Ability to work under pressure of delivering projects to tight deadlines, coordinating tasks and individuals and solving problems and issues successfully. 	

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	<ul style="list-style-type: none">• Excellent communication and interpersonal skills including relationship development to a management level and above.• Good attention to detail and a methodical, process-driven approach to tasks.• Ability to multi-task and prioritise in a pressurised, business-critical environment.• Experience with creative design would be an advantage, for presentations, infographics such as Powerpoint presentations, graphs, Canva or equivalent.• A solid understanding of social media• Driving licence and willingness to travel occasionally would be an advantage.• Flexibility to work outside of normal hours to support marketing activities when required.			
6	Competencies			
	Focus – Enabler Delivering Results – Essential Innovation and Change – Enabler Communication – Essential Team Working – Essential Self-Development – Performer Decision Making and Problem Solving – Essential			
7	Core Values and Behaviours – Managers, Supervisors & Frontline Colleagues			
	Identify here the type of values-based behaviours most critical to success in this role. Put (Critical) next to the 4 or 5 most relevant and important behaviours that a post-holder MUST demonstrate.			
	Respect	Considerate	Being mindful of each other’s circumstances	Critical
		Recognition	Recognising each other’s contributions	
		Caring	Contributing to a safe and compliant working environment	
	Integrity	Trustworthy	Doing what we say we will	
		Empowering	Appreciating what is required to do the right thing	Critical
		Responsible	Understanding and acting on individual responsibilities	
	Teamwork	Collaborative	Actively cooperating with each other	Critical
		Communicative	Communicating openly with and providing feedback to colleagues where appropriate	
		Supportive	Fully contributing to our success	Critical
	Excellence	Challenging	Identifying and sharing new ideas and learning opportunities	
		Proactive	Actively providing feedback	
		Learning	Be open to and prepared for challenge	Critical
8	Summary Performance Measures			
	<ul style="list-style-type: none">• Ensuring deadlines are met, creativity and contribution to the brand			

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Note: This description is not intended to establish a total definition of the job, but an outline of the duties.