Smarter Technologies Ltd
Unit 1 Broadfield Industrial Estate
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Marketing Assistant (Part-Time)

Job Specification

- Writing, organising the production of, and distributing marketing materials.
- Designing, conducting and analysing marketing campaigns.
- Networking with existing and potential clients, in person as well as by phone, email and other media.
- Establishing and maintaining an online presence for the business.
- Developing and managing relationships with local press, and writing and distributing regional press releases.
- Arranging and hosting promotional events.
- Perform additional functions incidental to the operation of the business.

Applicant Requirements

- Have excellent administration and organisational skills.
- Have excellent written and verbal communication skills.
- Be personable, presentable and articulate.
- Have a sound understanding of marketing principles.
- Be creative, have strong copywriting skills and the ability to communicate complex ideas.
- Have a high level of computer literacy including word processing, spreadsheets, databases, email and Internet.
- Have good video and PDF editing skills.
- Be good with people i.e. have "people-skills".
- Be punctual and reliable.
- Have a full UK driving license and have the use of a car insured for business use.
- Have experience of working within the IT support industry (not essential, but an advantage).
- Have experience of working with charitable/not-for-profit organisations (not essential, but an advantage).
- Have a recognised marketing qualification (not essential, but an advantage).

Pay and Conditions

- Pay: £17,500 (pro-rata).
- Hours of work: 15 hours per week (standard 37.5 hours per week). A limited amount of working from home may be possible.
- Holidays: 28 days per year (pro-rata) which includes bank holidays. Holiday year is 01 April to 31 March.
- Sick pay: 20 days per year (pro-rata) at full pay, thereafter statutory sick pay subject to eligibility. Sick pay year is 01 April to 31 March.
- Auto enrolment pension for eligible jobholders.

Smarter Technologies

Smarter Technologies provides a wide range of IT support services to clients in and around Manchester, helping them to use first class IT solutions to improve the way that they work. Our friendly, personal service enables us to become part of our clients' teams so that we work with them to solve their technology problems with minimum disruption. We work, primarily, with the charitable sector to enable the people who make a difference to make effective use of technology, within the constraints that they have.

Our core values are reflected in the way that we work:

Honest and reliable

We believe that commitments should be honoured. We will do what we say we will and will never break our promises.

Friendly and approachable

We love what we do. We want to help our clients in any way that we can and will always be available to help solve their challenges.

Delight customers

To delight we go above and beyond expectations. Our aim is to solve problems so that our clients can do what they do best. We do all that we can to ensure our solutions are trouble free, non-disruptive and remove the hassle that technology can bring.

Right first time

We aim to get it right first time. This means not only working fast but also being thorough in how we work.

Calm under pressure

We know that things can get a little stressful when technology goes wrong, so we will support our clients enthusiastically with a smile. We will endeavour to remain calm and tranquil in solving technical problems, so that our clients don't even notice that we are there.