



JOB DESCRIPTION

- MARKETING ASSISTANT -

ACSV Legal is seeking a Marketing Assistant to support the Practice Manager with marketing activities. We offer a competitive salary while allowing a reasonable work-life balance because we give people time with family and friends to enable our staff to re-charge their batteries. Become part of a great team with regular outside-office lunches and outings.

Job Title:	Marketing Assistant
Reporting to:	Practice Manager
Working hours:	Full-time position Monday to Friday (inclusive)
Salary:	Attractive salary and bonus (depending upon experience)
Benefits include:	Private medical insurance, parking allowances, 13 th month salary for 12 months of service (pro-rata)

Roles & Responsibilities:

- Collaborate with the practice manager;
- Help identify marketing trends and key opportunities for innovation;
- Create, format and edit marketing materials such as brochures and presentations, keep them up-to-date and propose new products;
- Maintain a marketing database;
- Provide administrative support;
- Understanding company product and brand;
- Update social media accounts and website;
- Keep marketing material of the firm up-to-date and propose new products; and
- Any other task as assigned.

The successful candidate should:

- Have a Bachelor's degree in marketing, business or related field;
- Have very good English communication skills, verbally and written;
- Have administration or sales and marketing assistant experience;
- Have effective written and verbal communication skills;
- Have a high level of attention to detail;
- Be able to work effectively within a team and independently;
- Have experience using computers for a variety of tasks;
- Related job and internship experience; and
- Have digital marketing experience.

In addition, the successful candidate will have the following attributes and competencies:

- Initiative-taking, pro-active, and discrete;
- Pleasant, tactful and approachable personality;
- Ability to work easily and effectively with a wide range of people;
- Excellent attention to detail, accuracy and quality;
- Strong time management and effective organisational skills;
- Strong interpersonal communication, including the ability to interact effectively with people of diverse cultures.

ACSV Legal is committed to equality and diversity and welcomes applications from all sections of the community.

You can contact us to discuss this role in more detail or apply immediately via info@acsvlegal.com.