



## **Vacancy – Marketing Administrator**

Axiom Process specialises in the fabrication and supply of stainless steel pipework and membrane separation systems, for the pharmaceutical, food and beverage, dairy, chemical, cosmetic and toiletries industries. Currently employing around 65 personnel and manufacturing from a 30,000 ft<sup>2</sup> facility based on the Hendy Industrial Estate, Swansea. This is an exciting opportunity to be part of a growing organisation with the objective to be number one in its market.

We are looking for a great “can do” Marketing Administrator with strong digital marketing skills to help us deliver a first class marketing service across a wide range of products and services. You will need to be flexible, have strong organizational, IT and interpersonal skills, have an eye for detail and maintain high levels of accuracy.  
Main Duties:

- Assist with maintenance and implementation of new Company CRM database to include adding and validation of both new and existing contacts.
- Assist with maintenance and promotion of the company’s website to include management of SEO package, tracking and report on campaign results etc
- Assist with the production of company’s digital marketing activities (emailshots, social media)
- To develop and manage a company image library
- To assist sales and marketing personnel with general administrative duties to include sending out promotional material as requested, and following up of same.
- Maintain professional internal and external relationships that meet company core values.
- More generally, your position would encompass any activity which would further the objectives and profitability of the Company.

### **Experience & Attributes Required**

Software: Wordpress, Yoast, Mailchimp, Google Analytics, pay per click

Excellent communication skills with strong customer focus

Experience of administering digital campaigns including mailshots, follow-up

Strong IT skills

37.5 hours per week

25 days holiday per annum plus bank holidays

Salary dependent on experience

Company pension scheme available

Application forms are available from our Personnel Department

Email: [Teresa.Hawkes@axiumprocess.com](mailto:Teresa.Hawkes@axiumprocess.com)