



## **Vacancy – Marketing Assistant**

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. We currently employ around 65 personnel and operate 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 organization with the objective to be number one in its market.

We are looking for a great “can do” Marketing Assistant with strong digital marketing skills to help us deliver a first class marketing service across a wide range of products and services. The Role demands creative flair, an up to date knowledge of digital channels and will encompass the following:

- Management, validation and housekeeping of the Company Contact Database (CRM)
- Updating and managing of company website (Word Press)
- Email Marketing – Creating content from brief, sending and reporting on email Marketing campaigns.
- Social Media – Creating written and visual content for social media posts
- SEO and AdWords – Assisting with the SEO and AdWords campaigns
- To develop and manage a company image library
- To assist sales and marketing personnel with general administrative duties and activities that will help to promote the Company
- 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 - £19K per annum

Company pension scheme available

Application forms are available from our Personnel Department

Email: [Karen.thomas@axiumprocess.com](mailto:Karen.thomas@axiumprocess.com)