

## **Marketing Assistant Required!**

Manchester – full time role / immediate start

### **Are you?**

- **A passionate marketer looking to take your first step on the career ladder?**
- **A creative person that is always thinking of new ideas?**

Knight Knox is looking for a Marketing Assistant to join our fast-paced and rapidly growing marketing team. The ideal candidate is a good team player, has excellent written and verbal communication skills and is not afraid to independently suggest and develop creative ideas which will enhance Knight Knox and its subsidiary brands. This is a fantastic opportunity to start your career in a forward-thinking marketing department.

### **Marketing Assistant experience and skills required**

- A degree in any area of Marketing/Journalism/PR or other relevant course
- A confident, outgoing and creative person who wants to help grow our dynamic marketing department
- Outstanding verbal communication skills and writing ability
- Proven ability to work as part of a team and meet deadlines
- Excellent attention to detail
- Experience of social media management
- Experience of property markets would be beneficial, but is not essential
- PR experience is desirable but not essential

### **On a typical day/week a Marketing Assistant will:**

- Review the Knight Knox corporate website and suggest ideas for how to improve it
- Write and proof-read copy for a range of marketing collateral (brochures, online content, magazines, newsletters etc)
- Work with the design team to create third party content
- Manage the various Knight Knox social media channels – Twitter / LinkedIn / Facebook / Instagram
- Maintain product listings on the Knight Knox website and online property portals
- Work with the design team to produce e-marketing campaigns
- Write press releases to be distributed to trade/national press



**Marketing Assistant responsibilities:**

- Ensuring that all internal and external copy produced by the department has been proofed and is of a high standard, and that all statistics are properly researched and sourced
- Ensuring that all developments are listed on the corporate website and property portals, and keeping those listings up to date
- Regularly contributing to the various Knight Knox and subsidiary companies' social media channels (Facebook, Twitter, Instagram and LinkedIn)
- Contributing to the design of new third party content
- Staying on top of property news and having a good market knowledge
- Contributing positively to the future of the department by suggesting and developing new ideas
- Researching and writing press releases for distribution nationally
- Develop relationships with key stakeholders both internal and external

**Company Benefits:**

- Private healthcare, pension scheme and free eye tests after 1 year of service
- Outstanding performance is recognised and rewarded in various forms throughout the year, such as bonuses and social events.
- Be part of a company who have been accredited Investors in People Silver. We pride ourselves on having some of the best staff in the business and are a close team with a low staff turnover.

Please submit your CV and cover letter to [careers@knightknox.com](mailto:careers@knightknox.com) to apply.