

Marketing Assistant

Please note: The successful candidate will be expected to work in the office in Stony Stratford, Milton Keynes, MK11 for the majority of the week although flexibility will allow for some days working remotely.

We are looking for an enthusiastic candidate who has a passion for marketing, branding and creativity.

This is an opportunity to join a growing creative agency that works with a variety of clients across a multitude of industries, including household names. To view more of our working portfolio, visit: <https://www.nutshellcreative.co.uk/projects/>

The office is a fun, creative place to be, with a relaxed dress code and plenty of fun, but it's also hard working and results driven.

The skills we are looking for:

- excellent organisation
- accurate eye for detail
- able to write confidently for 'ready-to-publish' content
- creative input
- confident speaker in front of clients and external stakeholders
- ability to work independently and use initiative when needed

The types of jobs you will be doing:

- social media management (creating, writing, publishing & reporting)
- blog writing
- creating design briefs
- proof reading
- financial administration
- ad-hoc support for the Marketing Manager and Managing Director

This role will give you a broad experience of marketing channels and activity for both our internal brands as well as client projects.

This is a junior/introductory role to an agency and the salary is £20k - £23k.

To apply for this role, please send us your CV and covering letter to hello@nutshellcreative.co.uk