

Marketing Assistant

Team: Marketing

Working to: Head of Marketing

Working with: Marketing Team

What does this role contribute to the Company?

This role will assist the Marketing Team support the wider business through design and delivery of clear and appropriate communication of both our brand, company and products.

What we'll ask of you:

In our fast-paced marketing team you can be assured that no two days are the same!

You might be working on specification and instruction for our products one day, ordering fabric samples and other marketing materials from external suppliers the next, or dressing the photography studio for a shoot and maybe conducting some data analysis to provide info on key trends and campaign performance. In Bloc we pride ourselves on our team environment, and you will spend time working not only as a key member within your own team, but also alongside the other teams in the business such as Research & Development and the Sales teams. You liaise with all other departments to ensure effective communication both internally and externally, and use your interaction with the wider team to ensure that you keep up to date with the latest products or updates. You also keep an eye on what the industry in general is up to, including competitor products and service, particularly pricing, promotion and presentation to ensure we maintain our position as a market leader. Your days might not be limited to the office, as you may attend trade shows and exhibitions or even internally working between our sites in Northern Ireland. There's also the general day to day admin that goes hand in hand with all of this, and you ensure the marketing department is fully stocked with the appropriate materials, and keep an eye on the stock and inventory side of this.

And, as with all roles at Bloc Blinds, your flexibility and co-operation is both expected and appreciated.

What we're looking for:

Ideally you will have previous experience in a similar role, supported by a relevant qualification. You will champion communication both internally and externally, so you'll need to lead by example, as well as being organised and able to multitask. The marketing team are driven by deadlines, so you'll need to be able to prioritise your team and work under the inevitable pressure which comes from the diversity of the role! You'll also need to be competent in Microsoft Office programmes, and be willing to really get to know our products so that you can contribute the messaging and targeting piece that marketing designs and drives. The role gives you an opportunity to learn about the more specific areas of marketing such as website creation (B2B) and Ecommerce (B2C) so if you have a particular interest in either or both of those, that would be extra awesome.