

Montpellier

DAD



Position: Trainee Personal Assistant/ Marketing Assistant

Reporting to: Marketing Manager

Location: Tewkesbury, Gloucestershire

This is an exciting opportunity to work for a local, highly successful, multimillion pound family company with a huge amount of scope to learn and grow within the business.

We are currently recruiting a Trainee Personal Assistant/ Marketing Assistant to assist the Marketing Manager with the day-to-day responsibilities of the department, which includes looking after four companies under the umbrella of the Gillman Electrical Group, including D.A.D, Montpellier Appliances and Icking.

A busy, progressive, friendly and creative department which also includes two Graphic Designers, the kind of things that you will be asked to help with are:

- Writing press releases and liaising with lifestyle and trade magazines to arrange adverts, advertorials and product features
- Updating websites with new products, information and imagery
- Organising products for photo shoots including delivery and collection to and from the studio
- Assisting with videography shoots
- Checking brand promotion online and compiling and sending up to date images and information to retailers as required
- Having a keen eye for marketing opportunities, such as collaborations with social media influencers, awards, and product features
- Using Google Analytics to maximise our online presence and make changes and improvements based on this data
- Helping with event planning
- Proof reading
- Keeping up to date records and information in Excel for photo and video shoots, product information and more as required

Who you are

You are an organised, approachable and friendly team player who genuinely cares about doing a great job. Keen to learn, grow, use your initiative and take on responsibilities, once trained you will be confident to get on with your tasks with minimal supervision.

Experience in marketing is desirable, but not a necessity as we will train you. We ask that you bring passion to learn the job, excellent communication and organisational skills, enthusiasm, and a desire to do well in your career here.

The Gillman Electrical Group

Montpellier



You'll have done your research and will come to the interview with a good idea of the companies within the Gillman Electrical Group and what they do.

Essential

- A passion to learn and the ability to learn quickly.
- Excellent organisation skills, you can multitask confidently and complete jobs efficiently. Writing notes and keeping to do lists will be second nature to you as you know they are essential to multitasking effectively.
- Pride in all tasks you do, delivering excellent results.
- A desire to do well in your career here and gain lots of experience.
- An excellent communicator, you can write a word-perfect email, product bio and press release and have a keen eye for detail when proofreading too. Your spelling, grammar and punctuation is excellent too.
- A can do attitude.
- Honesty and integrity and the ability to admit to mistakes and learn from them.
- Confident use of Microsoft Office (particularly Word, Excel and PowerPoint), the internet and social media.

Desirable

- Marketing experience, even if just qualifications at this stage.
- Experience of using Google Analytics and an understanding of digital marketing.
- Experience of using web platforms such as WordPress and Shopify.

What we offer

- 28 days holiday including bank holidays
- Comprehensive pension scheme
- Full training and support
- Career progression within a multimillion pound company
- A great team environment
- Free on site parking
- Product discount
- Salary dependent on experience

To apply, please send your covering letter and CV to Zonnie.burton@dad-online.co.uk