

Assistant Marketing Coordinator

Kingfisher Lighting is looking for a motivated, confident individual with excellent communication skills to join a fast-paced Marketing Team within a growing commercial lighting company.

You will be ambitious to grow your career in Marketing and they will provide you with the support and opportunity to do just that. This is a full-time position, working 39 hours per week with a competitive salary.

If this sounds like the right role for you, then we look forward to receiving your application.

Required Skills

- Must be experienced in using Microsoft Office packages i.e., Word, Excel, PowerPoint
- A-level standard or higher qualifications
- Highly organised and proactive
- Adobe design skills desirable
- Full UK driving licence preferred

Marketing Communications

- Work closely with the Marketing Manager to achieve departmental KPIs
- Support the Digital Communications Coordinator (DCC) with sales collateral, website and digital platform updates
- Raise and manage purchase orders within internal system
- Liaise with suppliers regarding advertising, design and print works
- Support the DCC with the creation of social media posts and editorial pieces
- Support the Sales Team with trade show organisation
- Strong analytical skills in order to analyse and interpret information and make recommendations for improved results
- Assist with day-to-day administration tasks

Product Support

- Work closely with the Product Manager to achieve departmental KPIs
- Product database maintenance
- Maintain internal coding and pricing requests
- Product technical data maintenance
- Supplier liaison for pricing and technical updates
- Competitor pricing management
- Product comparison updates

Other details

- 39 hrs per week
- 25 days holiday per year
- Access to healthcare benefits
- Regular team building and company events
- Access to free learning platform
- Competitive salary