

POST:	Business Administration Apprentice
APPRENTICESHIP:	Business Administration level 3 (18-months)
START DATE:	4 th July 2022
LOCATION:	Farringdon
WORKING HOURS:	Monday – Friday. Hours TBC. Total hours per week 35
SALARY:	£245 per week

The Company

This London based marketing agency is a four-part division organisation, Creative Digital Media Agency, Branding, Event Consultancy and Management, Digital Design, Business Branding and Media Marketing...

A Multi-faceted company incorporating The Creative Media Sector onto one gauge.

Event departments: Live Events from lifestyle to showcases, Editorial and Media Events

Lifestyle departments: Seminars, Publications, Live Events, Consultancy, Branding, Business Branding, Business Development and Consultancy and Exhibitions.

Publications Departments; Business Branding, Consultancy, Digital Campaign Design, Art work, Business Branding, Corporate Creative Industry and Media Organisation.

The Role

This role will work within the marketing and branding remit, in the management of the social media calendar and delivering communication campaigns internally and externally. You will also create and post engaging and impactful content, as well as source and connect with all business suppliers.

Over the last few months, we've experienced rapid growth within the business and our branding and marketing department, with the introduction of hybrid working and the changes to the job market. We are looking to recruit three permanent Staff / Employees to join our flourishing team.

Duties include:

- Support the management of the social media calendar and work with senior marketing to plan, deliver, communicate campaigns internally and externally
- Create and post engaging and impactful content across our business platforms
- Act as a Conduit between business and Consumer relations
- Source and connect with all business suppliers and Marketing briefs and Assisting with New Starters into Branding and Marketing
- Work with the Database and Membership Support Officer to ensure all new members receive their membership packs
- Work with the Database and Membership Support Officer to ensure members and donors are thanked in a timely manner
- Work with the Database Membership Support Officer to ensure membership renewals are processed and regular renewal reminders are sent by email and hybrid mail
- Providing extra administrative support to Compassion in Dying's Information Line when necessary, including recording call data on Raiser's Edge and processing monitoring forms

Desired Skills

- Organisation skills

Desired Personal Skills

- You may be interested in working in social media and content in the future

Desired qualification

- Maths GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A*-C or 9-4 or equivalent or Functional Skills Level 2

Future Prospects

- Completion of Business Administration Level 3 Apprenticeship
- Potential for further promotion and progression for the right candidate