



Job Title

Team Administrator

About Us

Campaign Master (UK) Ltd is a leading email marketing software and services provider. We provide robust, reliable online solutions for professional marketers to promote their business via email and online tools.

Role and Responsibilities

This role is perfect for someone who enjoys responsibility and variety in their job, as you will be involved in activities across all departments. You should also have a genuine interest in the email marketing industry and be prepared to get stuck in and help all team members to work more efficiently. Duties include, but are not limited to:

- Answering telephone queries
- Filing various company documents
- Assist with PR activity as and when required
- Maintaining a good understanding of all company products and services
- Helping with the creation and distribution of email marketing campaigns
- Using internal CRM to manage client and prospect data
- Replenishing stationery and kitchen supplies
- Supporting the marketing of the company and brand with the creation and publishing of social media content
- Assisting with the planning of all company events including conferences, seminars and trade exhibitions
- Welcoming guests to the office and organising refreshments and meals
- Assisting with the production of print publications and marketing materials
- Planning and organising team social events
- Order processing including raising of invoices and credit control

Position Type

Full time
37.5 hours per week

Department/Group

All

Location

Harrow on the Hill,
North West London

Level/Salary Range

Negotiable and dependent
on skill and experience

Benefits

- Company Pension
- 25 days annual leave
- Fantastic working environment
- Regular team social events

Qualifications and Education Requirements

Excellent written and spoken English.

At least one year's administration experience.

Very familiar with social media sites and how to post content effectively.

Able to use Microsoft Word, Excel and PowerPoint to a good standard.

Essential Requirement

A fun, energetic, enthusiastic person and definitely a team player.

Preferred Skills

You must be a pro-active person with a willing and can-do attitude. Have great organisation skills as dealing with a varied, busy workload so ability to prioritise workload is essential. An excellent team player with great interpersonal skills.

Additional Notes

Ability to think and plan ahead with excellent attention to detail. Excellent communication skills both verbal and written. Bags of common sense!

Applications Accepted By E-Mail: hr@campaignmaster.co.uk

Subject Line: Team Administrator



Campaignmaster

www.campaignmaster.co.uk