

# Marketing Assistant



**As a leading provider of software and solutions to broadcasters worldwide, Pebble Beach Systems delivers the technology which controls the playout of over 1000 TV channels in more than 50 countries. We are based in Weybridge, Surrey, and have offices in Dubai and Singapore.**

Since the company was founded in 2000, we have established a strong reputation for technical innovation and exceptional customer service in the mission-critical space of broadcast playout. Customers include Fox News and Business channels USA, ZDF Germany, Globosat Brazil, OSN Dubai, TV4 Sweden, TV2 Denmark, ART Jordan and Phoenix TV Hong Kong.

**We are looking for a Marketing Assistant to join our team in Weybridge. The role is part time (20 hours per week), with an additional requirement for 2 overseas trips of 5-6 days each per year to attend international trade shows.**

## **Looking for someone with:**

- Experience of working in Marketing Communications in a B to B environment, ideally in the broadcast industry
- An understanding of the importance of corporate branding and image
- Great organisational skills and the ability to work well under pressure
- The ability to interact confidently and positively with suppliers, colleagues and customers

## **Desirable skills:**

- Competent at using the Microsoft Office suite of tools
- Familiarity with Wordpress and Photoshop
- Confident with using social platforms including Linked In, Twitter, Facebook and Instagram

## **Responsibilities & duties**

This role provides essential logistical support to the Marketing Manager and includes – but is not limited to - the following responsibilities:

- Updating and maintaining the company website
- Coordinating the company's attendance at trade shows, conferences etc
- Acting as stand receptionist at 2 major international trade shows per year
- Handling the company's social media accounts

## Essential criteria

- The applicant must hold a valid passport with the unrestricted right to live and work in the UK and travel internationally

## In return we offer

- Excellent benefits and a fantastic working environment.
- Sports teams like Basketball, Football, Squash, Badminton and many more.
- Quarterly company socials like go-karting, wine tasting, golf, rock climbing, theme park days and more!
- Games nights, Hackathons and regular tech events.
- The chance to travel internationally



Check out our Instagram: [pebbleupdates](#) for more information on [#pebblelife](#)

Find out more about [working with us](#)

**To apply please email your details and CV to [jobs@pebble.tv](mailto:jobs@pebble.tv)**

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**For more information contact [sales@pebble.tv](mailto:sales@pebble.tv) or visit [www.pebble.tv](http://www.pebble.tv)**

Pebble Beach Systems pursues an intensive research and development program. Products are continuously enhanced and improved by adding new benefits and features. Specifications subject to change without notice.

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