

# Marketing Admin 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.**

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 zealous Marketing Assistant to support the Marketing department of our company in its primary and administrative duties.

This role is critical to the smooth operation of the Marketing department and the attainment of its goals, as well as for the long-term growth of the company.

## **Task functions:**

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities
- Support Marketing Manager in organising diverse marketing projects
- Employ marketing analytics techniques to gather and report on important data (social media, web analytics, rankings etc.)
- Assist in the organising and coordination of industry events
- Attend selected trade shows in a front-of-house role ensuring the smooth running of the event
- Compose and post online content on the company's website and on social media accounts
- Coordinate the creation of marketing collateral to support the company's presence in the market
- Organise and manage company social events and charity activities
- Liaise productively and appropriately with employees across the company to achieve the department's goals

## Candidate Profile:

- Experience as a marketing assistant would be desirable but is not mandatory
- Good understanding and experience of office administration is essential
- A degree in Marketing, Business or relevant field is a strong advantage
- Good understanding of marketing communications
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with a customer-oriented approach
- Enthusiastic "can do" attitude
- Exquisite communication and people skills
- Proven ability to record and present information clearly and in concise, grammatically correct language - both verbally and written
- Good analytical skills
- Keen eye for detail
- Strong/fluent written language skills
- Strong team player attitude
- Excellent knowledge of MS Office and online applications (CRM tools, Online analytics, Google Adwords etc.)
- Confident to prepare and deliver internal presentations
- A working knowledge of Adobe Photoshop

## Essential criteria

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



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