

Job Description – Marketing Administrator

Key Requirements & Responsibilities:

A 3rd level qualification in marketing, communications or a business-related field
Experience of using CRM systems beneficial
Good communication skills both written and verbal

Reporting to the Business development director the successful candidate will be responsible for:

- Preparing prequalification applications for submittal
- Updating Client Database
- Maintaining Personnel CVs, Experience and Qualification Records for prequalification submissions
- Management of prequalification performance data and producing performance reports
- Maintaining employee CPD records
- Developing and Preparing marketing materials
- Preparing marketing presentations
- Attending & assisting with the organising of company marketing events as required
- General administration within the Business Development Department

Strong time management and good communication skills are essential to this role as well as high computer literacy and the ability to prepare reports and administer necessary paperwork.