

Job Reference:
Job Title: **Marketing Assistant**
Reports to: **Marketing Manager**
Start Date: **June / July 2022**

Hanover Displays Limited is a worldwide, leading manufacturer of passenger information systems for the public transport industry. All design and development, and the majority of production, is carried out at our head office in Lewes, East Sussex.

We are proud to have a friendly open environment in our Sales and Marketing Team and are looking for a talented professional to join us at an exciting time of growth and technological & organisational change.

A competitive salary package is available, including contributory pension scheme, private medical insurance and a minimum of 22 days holiday per annum. We offer a long service scheme with your holiday increasing to a maximum of 27 days per annum (in addition to Bank Holidays).

Key Objective	Provide support to our busy Marketing Team in the UK and also around the world
Requirements	<ul style="list-style-type: none"> • Attention to detail • Excellent organisational skills • Excellent planning and coordinating skills • The ability to communicate well with customers, internal staff and other members of the team • The ability to work under pressure • Enthusiastic and able to use own initiative • Knowledge of company systems and policies • Flexibility where appropriate including willingness to travel from time to time • A thorough awareness of any safety issues • To be MS Office literate and be able to understand the business system and its requirements relative to the department • Ability to travel overseas for exhibitions • Driving License • Valid and up to date passport as some overseas travel could be required
Essential Skills	<ul style="list-style-type: none"> • Manufacturing knowledge or experience • Branding and Communication background or a desire to learn for future career

Tasks and Duties	<ul style="list-style-type: none"> • Organisation of exhibitions around the world <ul style="list-style-type: none"> ○ Working with 3rd party suppliers for stands and PR ○ Working with regional sales managers to ensure we meet their expectations for their regional exhibition ○ Ability to build exhibitions stands provided and collate goods for shipping overseas • Administration and support to Global Marketing Manager • Run Sales reports using AX • Sales Reports vs Market Data • Manage business gifts and support regional sales managers if required • Co-ordinate and work with production and dispatch for products for exhibitions • Set up exhibition stands from Lewes as well as working with stand builders • Content management of the website • Content management of SharePoint • Assist Marketing Manager and HR Manager with Internal Communications • Assist Marketing Manager with Product Launch and Communications • To offer general office support to Sales, Marketing and HR • To liaise with other departments as necessary • To assist in other areas as instructed and according to the needs of the business
Personal Attributes	<ul style="list-style-type: none"> • Good, tidy organization of work place and daily routines • Excellent telephone manner • Any MRP/ERP experience beneficial • Contribution to company team work policy and ethos • To adopt a flexible approach to the work environment, daily duties and training • To have a good work ethic and positive approach to all tasks • To attend and contribute to improvement meetings as required • To be self-motivated • Any foreign language skills would be beneficial
Health and Safety	<ul style="list-style-type: none"> • To follow the Health & Safety guidelines as detailed in the Staff Handbook • Ensure work areas are kept safe and hazard free and report any safety hazards, conditions or unsafe practices and procedures to supervision.

Contact Information:

Email us with your CV including details of your qualifications, experience and availability to gtomlin@hanoverdisplays.com