

## Role Definition

**Job title:** Marketing Assistant

**Reporting to:** Head of design, Senior partner and art director

The role provides marketing assistance to the Communications Manager and marketing team to produce potential project bids of the highest standard.

The role demands excellent written and communication skills, as well as an ability to work accurately under pressure, in a fast-paced environment. A proven interest in architecture and design is desirable.

## Responsibilities

- Update and maintain company brochures, and monitor the stock of communications material
- Assist the Head of design and the Senior Partner with the preparation of bid documents. This will include setting up documents in Design and inputting information and images where the standard material exists.
- Prepare and monitor the archive of standard material for submissions. This includes for example, financial information, health and safety resources, Company CVs
- Contribute to the Facts and Figures database-the internal marketing and officewide resource
- Provide general support as required and administrative assistance where necessary
- Thorough knowledge of and compliance with gtp srl procedures and standards

## Qualities & skills required

### Essential

- Able to demonstrate the ability to undertake the above responsibilities
- Interest in architecture-preferably experience of working in an architectural practice
- Fluent (spoken and written) in the English language
- Concentration, accuracy, great attention to detail and a methodical approach to work
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to work under pressure and to tight deadlines while remaining calm and professional at all times
- Able to manage and prioritise duties and time efficiently
- Excellent organisational skills
- Self motivated and able to take responsibility
- Good interpersonal skills and ability to work independently and as part of an effective team
- Able to demonstrate initiative and a proactive approach to daily tasks
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Due to the nature of the position and requirement to meet deadlines there will be a requirement to work additional hours, on occasions

This job description reflects the core activities of the role although there will be changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work.