

_ Job Description

Marketing Executive

StrategiQ

What you'll be known as

Role title: Marketing Executive. Marketing Maestro. Whatever you'd prefer.

Role type: Full-time, permanent

Line manager: Marketing and Performance Director

Where you'll be working

You'll be primarily based at our Suffolk office, though you may occasionally be required to travel for client meetings or events. We also have offices in London, Manchester and Leamington Spa.

Whilst we're flexible around the needs of day-to-day life, we love seeing people in the office working shoulder-to-shoulder with the rest of the StrategiQ gang.

Who you'll be working for

Fancy working for a globally recognised digital marketing agency?

You've come to the right place.

StrategiQ is an award-winning digital marketing agency filled with some of the best brains in the business; from savvy strategists to deft designers, and website-developing wizards to social media masterminds.

We work together as #OneTeam and #OneAgency, delivering integrated marketing strategies and a full suite of digital services between our three UK studios, partnering with ambitious brands across the globe.

Founded in 2013, StrategiQ is made up of a growing team of over 50 experts; each with their own specialism to offer and a shared vision between them.

We don't look for box-tickers here. We look for people who'll bring the right energy and the right attitude to their work. We look for people who genuinely care about what's best for our clients. We look for people who are committed to their own learning and mastering their craft. We look for people who can make mistakes (which we all do here) and learn from them. We look for people who are aligned with StrategiQ's vision and values. We look for dynamic people who can move and evolve with the flow of a bustling agency. We look for people who

are excited to grow within a fast-moving, industry-leading organisation and want to be on the journey with us.

If this sounds like you, then we want to hear from you - even if you feel your background or career experience so far doesn't quite fit our requirements.

If you bring the right attitude, we'll provide the right tools. With limitless training, development and mentorship opportunities, we'll help you get to where you want to be.

Shoulder-to-shoulder, getting there together.

Who you'll be working with

We're all about working as #OneTeam here, and, if we do say so ourselves, we work with the best of the best.

Take a moment to [meet the team](#) and see who you could be delivering award-winning projects with in future.

What you'll be doing

The Marketing Executive is responsible for providing support to the Marketing management and marketing delivery teams in the execution of client work against agreed budgets and strategies. You are expected to strive to help ease the delivery of marketing activity, particularly in areas that fall between the responsibilities of channel-specific specialists within the agency.

Working closely with the Marketing Managers and delivery specialists - you will provide dedicated assistance to the wider team by meeting client marketing needs on a daily basis. This work may at times be short notice or ad hoc and requires a level of flexibility and a willingness to adapt to the changing requirements of client services, marketing delivery and the client base.

Your day-to-day responsibilities will include:

- Provide support to the client - facing, Marketing Management team in the successful completion of tasks within client marketing strategies. Proactively seek out opportunities to assist the Marketing Management team with client work by maintaining an awareness of their day-to-day client commitments and diary.
- When briefed thoroughly and provided with the required tools, information and support, you will complete marketing tasks to a high standard. Including, but not

limited to: social media syndication and calendar creation, copywriting and web content management, content writing, proofreading and website testing, market research, data processing, report generation, entry level paid media & SEO tasks and basic email marketing support.

- Support your colleagues as a secondary point of contact on client accounts, providing continuity and a safe pair of hands when Marketing Managers are unavailable.
- Assisting with administration of marketing activity, including action-taking on client calls/ in meetings, generating and assigning tasks in Scoro and providing detailed, accurate briefs for the wider team.
- Maintain a thorough awareness of the company clientbase and their strategies that enables you to frequently switch between activities and projects while still keeping client goals front of mind in all your work.

What you'll be bringing home

Apart from a sense of profound personal accomplishment at the end of each day, you'll also be bringing home a salary of up to £27.5k, depending on experience.

We actively support the career development of each member of the team and provide numerous opportunities to progress in your role - whatever that may look like to you.

What we'd like to see

- Strong IT skills and mastery of various programs and software, including GSuite, Microsoft Office, social platforms and WordPress/ Magento CMS.
- Eye for detail and a thorough approach to everything that falls within your working day.
- Be available to attend internal meetings in order to stay up to date with changes to client strategy and extract a brief for any future tasks.
- The ability to confidently articulate ideas and opinions to your Line Manager and - where appropriate in a structured setting - the wider team.
- Have a methodical and structured approach to research that allows you to consolidate your findings quickly and effectively.

What we'll offer you

We've designed a bespoke benefits package based on the feedback of our team and what means the most to them.

When you work with us, you'll receive:

- 30 days annual leave
- Annual loyalty bonus
- Individual performance bonuses
- £1000 conference and training budget every year
- Life assurance and critical illness cover
- Everyday health care cover
- Enhanced sick pay
- Volunteering leave and salary sacrifice for extra holiday
- Regular company socials
- Free gym membership (Suffolk office only)
- Enhanced maternity and paternity leave

A full list of our latest benefits can be found at <https://strategiq.co/careers/>

How to apply

We don't waste time with any fiddly forms here; simply send us a copy of your CV and a cover letter explaining why you'd be a good fit for the role.

We know it can sometimes be tricky to demonstrate your experience through words alone, so feel free to send us a piece of work you're particularly proud of to allow your skills to speak for themselves. Hit us with your magic at careers@strategiq.co and a member of our hiring team will review your application as soon as possible.

What to expect after you apply

We read through every application we receive, but due to the number of people that apply, we're only able to contact the candidates being shortlisted on each occasion.

If you don't hear back within two weeks of submitting your application, please assume you've been unsuccessful on this particular occasion. However, we'd encourage you to keep an eye on our careers page and apply for roles that you may be a better fit for in future.

StrategiQ is committed to equality of opportunity for all applicants of this role. We are looking to fill this role with a candidate physically based in the UK and within commuting distance of one of our three offices. Unless invited by a Director of StrategiQ, respectfully no agencies.