

Job Title: Marketing & Operations Assistant

	Essential	Desirable
Qualifications / Attainments	5 x GCSE's or equivalent GCSE English Grade C or higher (or equivalent)	A degree in English or Marketing (or similar)
Relevant Experience	Experience of working within a small team in a company or organisation	Experience of working in a marketing and/or Public Relations capacity
Special Attributes	Literate and a competent communicator.	Ability to write comprehensive strategies, plan projects, implement Public Relations strategies
General Intelligence	Can use initiative, can work both independently and in a team Proficient user of Microsoft Office applications	
Physical requirements	Business-like appearance, articulate	
Disposition	Dependable and loyal. Hardworking with a positive attitude Prepared to assist others within the organisation where necessary.	Able to motivate where necessary and lead by example
Circumstances	Available during office hours and when reasonably expected before and after office hours. Able to travel to meetings when necessary, available to work weekends.	

Approved by: Christian Hankins, Brand Manager

Date 10/01/2012

