

Apprentice IT and Marketing Administrator

Administration - across IT and Marketing teams

- Communication management
 - To manage the projects email inbox
 - Respond to requests that come into both marketing and IT helpdesks
 - Field external IT/Marketing calls
 - Speaking with suppliers on the phone
- Assist project managers with delivery of workstreams (ie. tracking orders, updating progress) using Teamwork and Smartsheet project management software
- Establish good working relationships with project stakeholders
- Maintain department databases (ie. IT and Marketing asset tracking)
- Updating finance spreadsheets.
- Take notes during meetings and record actions
- Assist with producing adhoc reports under the direction of respective project managers

Social Media and Web

- Updating content on various web and social media platforms
- Updating public facing profiles such as Google My Business, Google Maps
- Monitoring and reporting back on analytics
- Maintain marketing calendar events
- Maintain media and marketing files (ensure photo and video files are filed correctly)

Personal Skills

- Organised
- Attention to detail and accuracy
- Able to respond proactively to daily issues in a timely manner
- Comfortable working both individually and as part of a team
- Comfortable with communicating with people at all levels of seniority

Technical and Business Skills

- Google or Microsoft office experience particularly spreadsheets (essential)
- Understanding of Social Media platforms - YouTube, Facebook Instagram (nice to have)
- Awareness of WordPress (nice to have)
- Basic understanding of project management methodologies (nice to have)