**Marketing Assistant – London**

**About us**

At Christie Finance and Christie Insurance, we collaborate closely to provide comprehensive financial and insurance solutions to our clients. Christie Finance focuses on offering tailored financial services, while Christie Insurance, as an independent broker, provides a range of insurance options. Together, we ensure our clients receive the best deals and most effective solutions by addressing their financial and insurance needs holistically. Our aim is to protect our clients, their families, and their businesses, delivering exceptional service and peace of mind.

As members of the Christie Group network, we collaborate closely with Christie & Co’s business agents to offer financial and insurance solutions to commercial business owners and buyers.

Our leadership invest heavily in training our employees and aiding them to maintain their skills through a programme of Continuing Professional Development.

**About the team**

The Christie Group embodies a culture where teamwork meets ambition. Our expertise ensures client success, supported by a flexible, dynamic team that values hard work. We have created a positive and rewarding place to work. We work in a collaborative autonomous environment where driven individuals are given the support to see each day as an opportunity for personal and professional growth. The Christie Finance and Christie Insurance marketing team currently consists of the Marketing Associate Director, Marketing Executive, and a dedicated designer. As part of the wider Christie & Co marketing team, which includes different functions such as a digital team, communications team, design team and generalist marketing team, the Christie Finance and Christie Insurance marketing team benefits from a collaborative and supportive work environment.

**The Role**

The purpose of this role is to support the Marketing Associate Director and Marketing Executive for Christie Finance and Christie Insurance in driving the business objectives, working together to continue developing the brand across multiple channels and driving lead generation. The Marketing Assistant will ensure a high quality and consistent delivery of all marketing materials and activity. We are seeking a driven, ambitious individual who is looking to create a career in marketing; this role presents the perfect opportunity to begin on this journey.

**Responsibilities**

In this role you will:

* Work with the Marketing Associate Director and Marketing Executive to produce varied marketing campaigns that develop the sectors’ brands;
* Track competitor activity to keep abreast of their marketing and service offerings and suggests potential improvements and changes in marketing strategy or services;
* Support the Marketing Associate Director in working with internal and external colleagues on the organisation of events, presentations and seminars;
* Provide support on email campaigns, tracking ROI, creating content for social media campaigns, assisting with day to day printed campaigns and the general marketing mix
* Utilise deals completed by the team to generate content for multi-channel marketing campaigns;
* Ad-hoc jobs i.e. working with the wider UK Marketing team to facilitate the creation of materials, help run firm wide campaigns and generally provide support where required

**What we are looking for**

The suitable candidate for this role would bring:

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| * Desire to pursue a career in marketing; |
| * Excellent writing skills; |
| * Excellent attention to detail; |
| * Exceptional organisational skills; |
| * Excellent communication skills; |
| * An understanding of marketing; |
| * An understanding of CRM systems; * Qualified or working towards a Marketing Degree or CIM |

**More about you**

At Christie Finance and Christie Insurance, we value the importance of creating and maintaining meaningful personal relationships in and outside of the workplace to achieve success, our people are:

* Self-motivated and tenacious
* Strong networking and relationship building skills
* Collaborative and a team player
* Solutions orientated
* A keen eye for attention to detail and due diligence

**What we offer you**

* Hybrid working
* 25 days holiday plus bank holidays
* Holiday carryover & additional Christmas leave
* Life assurance
* Employee wellbeing assistance via Plumm
* Cycle to work scheme
* “Recommend a Friend” employee referral bonus
* Enhanced family friendly leave
* Eyecare Vouchers