Landmark CHAMBERS

Marketing Assistant Job Description

Title: Marketing Assistant
Reporting to: Marketing and PR Manager
Hours: 09:00 to 17:30, with overtime for the running of Chambers' events

Outline of duties in role:

The Marketing Assistant has responsibility for all chambers seminars. Help with any other marketing duties will also be required. The key tasks are:-

Events/Seminars

- Create and maintain mailing lists via Lex's CRM system (including regular updating of the database in general)
- Distribute seminar programs and invitations to events (e.g. parties)
- Record and file all seminar bookings and invoices
- Track receipts and chase for late payment
- Ensure all attendees have clear seminar and event joining instructions
- Ensure name badges are produced for clients and Barristers
- Arrange catering for seminars and events
- Photocopy seminar papers and collate seminar packs
- Assist Barristers to create PowerPoint slides for seminars
- Prepare other documents for seminars, for example, CPD (Continuous Professional Development) signing in sheets and subsequently filing these with the relevant professional body
- Set up seminar rooms
- Attend seminars held both in Chambers and outside of London to ensure their smooth running
- Oversee any break out periods
- Record results of feedback forms and evaluate with the Marketing Manager
- Research event ideas, make proposals to improve type and style of seminars/events for practice groups and chambers as a whole
- Attend and help manage other external events either alone or alongside Marketing Manager to ensure their smooth running

Website and Profile

- Assist the Marketing Manager in updating the website with news items
- Maintain appropriate supplies of all marketing communications and promotional materials (folders, pens, business cards etc.)
- Assist the Marketing Manager with social media including twitter and LinkedIn.

Pupillage Management

- Managing the calendar of pupillage events as well as attending the events
- Assisting the Marketing Manager with PowerPoint presentations, brochures and all other communications materials for external pupillage events

Other

- Taking the minutes for all Steering Group meetings

Marketing Assistant Person Specification

Essential – all of the following:

- Graduate-level study or equivalent educational attainment
- Demonstrable interest in pursuing a career in marketing
- Intermediate computer literacy including Microsoft Word and Excel skills and an ability to learn new systems quickly
- Experience of administrative work
- Neatness, accuracy and a high attention to detail, including basic proof-reading
- A calm, patient approach to work in a very busy environment
- Ability to communicate effectively with suppliers and clients over the telephone, by email and in person
- Ability to work unsupervised on regular tasks and ensure that they are completed on time
- Ability to be flexible around working times

Desirable – one of more of the following:

- Experience of running events
- Demonstrable experience and interest in using social media *(for example writing a blog or using Twitter)*
- Higher level IT skills, including advanced features in Microsoft Word, Excel and Powerpoint, and basic In Design
- Web content management skills including writing and editing material for publication
- An understanding of the legal sector in the UK