

## Marketing Admin Assistant

**Responsible to** The Marketing Manager

**Location** Office based: 112 Street Lane, Leeds, LS8 2AL

**Hours** Part-time: 12 hours per week (Tuesday, Wednesday & Thursday mornings)

### The opportunity

Join a collaborative and creative Marketing team where your administrative skills will help to drive the communication productivity and support the marketing strategy. This is a dedicated admin role that places you at the centre of a team responsible for both internal and external messaging. You'll be a valued contributor, enabling the team to stay organised, responsive, and focused on achieving their marketing goals.

### What will you do?

- ▶ Schedule and organise social media content
- ▶ Support the development of the social media strategy
- ▶ Monitor and manage client reviews and feedback
- ▶ Assist with basic website content updates
- ▶ Help with internal and external events
- ▶ Provide general administrative support as required

### Your primary expertise

- ▶ Proficient in Microsoft office
- ▶ Strong written and verbal communication skills in English, sufficient to perform the role effectively
- ▶ Highly organised with the ability to manage multiple tasks
- ▶ Comfortable working independently and within a team
- ▶ Familiarity with Meta and LinkedIn platforms
- ▶ Basic website management experience



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## Skills and experience

- ▶ Confident IT user with transferable tech skills
- ▶ Experience in a professional office environment (or similar setting) is an advantage, but not essential.
- ▶ Accurate keyboard and data entry skills
- ▶ Focused attention to detail
- ▶ Effective time management and task prioritisation
- ▶ Positive attitude and willingness to support a variety of tasks
- ▶ Website management experience is a plus
- ▶ Willingness to learn new software and platforms (training provided)

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## Is this the role for you?

This is a new position within a small, collaborative team. We're looking for someone with a proactive mindset, a willingness to learn, and a genuine interest in supporting our marketing output.

If you enjoy balancing computer-based tasks with people-focused interactions, and you're someone who will follow instructions and meet deadlines, you could be a great fit.

Previous experience with social media and website platforms is a bonus, but not essential. We will provide the training to help you meet the needs of the position and become a fully integrated member of the team.

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## Other information

- ▶ This is a part-time position, office based
- ▶ 12 hours per week split over 3 days – Monday, Wednesday & Thursday
- ▶ You must be able to travel to work at our office in Roundhay, North Leeds.
- ▶ Any job offer will be subject to satisfactory references and a clear DBS check and Anti-Money Laundering Identity check which will not be taken up until after acceptance to the role.