JOB DESCRIPTION

Job Title: Placement Marketing Assistant
Location: Based in Carrickfergus
Immediate Supervisor: Marketing Executive

ABOUT THE ROLE:
Reporting to the Marketing Executive, the Marketing Assistant will be a key member of the Sales & Marketing Team by providing assistance and general support to the team. The focus will centre on brand and website development, digital media, event organisation, general marketing support and other related duties as required.

KEY TASKS
- Assist with the implementation of the annual Marketing Plan
- Manage social media channels (Facebook, LinkedIn) and update messaging on Yelo website
- Assist with the maintenance and content development of the website
- Gather marketing metrics and track campaign performance for exhibitions and marketing campaigns, compiling the information in reports or spreadsheets
- Help plan and coordinate events and trade shows
- Help to maintain sales and marketing CRM
- Other duties as assigned

ABOUT YOU
- Working towards a qualification in Marketing or Business
- Working knowledge of Microsoft Office and social media platforms
- Website experience would be an asset
- Working knowledge of using AI tools
- Knowledge of desktop publishing, including Adobe or Canva
- Experience in working with databases would be an asset

KEY SKILLS
- Have strong written and verbal communication skills
- Have great listening and analytical skills
- Have solid time-management and pays attention to detail
- Excellent verbal and written communication skills
- Be a team player

OTHER INFORMATION
- Salary - £25,100 per annum
- Term - 12 Months

APPLY HERE



ABOUT US
Yelo is a growing test engineering company. Established in 1983, we have become a market leader in the development of automated test equipment for the Photonics industry. Our equipment is used in labs throughout the world, by some of the largest corporations and we are continuing to grow our customer base. Our growth has enabled us to build a new state of the art 25,000 sq ft factory in Carrickfergus, Northern Ireland. This facility has; Shower facilities, pool/snooker room, a designated BBQ area and first class engineering facilities.

Employees at Yelo, an important role in keeping the world connected.

WORKING AT YELO
We like our employees to work hard and enjoy coming to work everyday. We have created a fun work environment where everyone feels like one big family. During your break, have a game of Pool or chill with some TV in our brightly coloured canteen. BBQ Fridays - we've become famous for them! Hail, rain or shine, we always put on a tasty BBQ for our employees on the last Friday of every other month.

YELO CAREER REWARDS

- Competitive Salary
- Free Parking
- Travel Insurance
- Travel Opportunities
- Life Insurance
- Private Healthcare
- Pension Plan
- Income Protection
- 1pm Friday Finish