

Job Title: Marketing Assistant
Reports to: Head of Communications & Marketing

Eckersley O'Callaghan is one of the most innovative engineering design firms in the world, with an international reputation cultivated through a commitment to research and innovation. Our multiple award-winning collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and Bulgari, have placed us at the forefront of design in structures and facades. Our principal office is in London, with other offices in New York, Los Angeles, San Francisco, Paris, Manchester, Milan, Delhi-NCR, Hong Kong, Shanghai and Sydney. We enjoy working with a range of materials, forms and building types across diverse sectors and project scales to deliver imaginative solutions.

Eckersley O'Callaghan is looking for a new addition for its small and friendly marketing team. The role is based in our London office with some hybrid working. The Marketing Assistant has a key role in supporting the operation and strategic objectives of our dynamic business. You will work as part of a small team led by our Head of Communications & Marketing supporting our Engineers based across the globe. This is a great opportunity for someone with entry level marketing experience.

KEY RESPONSIBILITIES

Communications and Marketing

- Maintain and create new regular content for the company website
- Support the Marketing and Bid co-ordinator and Communications and Marketing Manager in organisation of all EOC's events
- Manage staff attendance to events, awards ceremonies and help manage our company memberships
- Support the Marketing and Communications Manager on the co-ordination of company award entries and speaker opportunities
- Maintain our company newsletter contacts and support in creating content for external communications projects as required such as the company newsletter

Graphic Design

- Create presentations for engineers as required
- Maintain and develop EOC's slide library; creating new slides, updating existing projects as they progress and maintaining the EOC PowerPoint templates
- Support the Senior Graphic Designer with bringing documents and resources into EOC style
- Support the Senior Graphic Designer as directed with graphical projects (such as creating diagrams, updating brochures, wall boards, retouching photos, social media images, taking new staff pictures etc)
- Work with the Senior Graphic Designer to keep imagery updated across our submission's material, website, brochures, and image library
- Support in managing external contractors for graphical projects

Bid Co-ordination and business development

- Maintain and update our internal systems including intranet
- Manage a programme of creating and updating project profile pages
- Write, design and update staff CV's, project profiles and general content creation as needed
- Support the Marketing and Bid Co-ordinator in updating the intranet bid library
- Support the Marketing and Bid Co-ordinator in creating submissions, capability statements and responding to PQQ's
- Support the practice in maintaining and developing our company CRM, hubspot
- Support with the customer feedback survey process

JOB KNOWLEDGE, SKILLS & EXPERIENCE

- Degree level educated a marketing degree would be advantageous but not essential
- 1-2 years' experience in a similar role working in a professional environment helping to support and maintain a brand
- A creative eye and ideally some experience of graphic design
- Experience of using tools such as hubspot, mailchimp and CMS systems
- Proficient user of InDesign, with some experience of using photoshop and illustrator
- Ability to produce and edit written copy

PERSONAL QUALITIES

- be self-motivated and take initiative
- be an excellent communicator
- be organised, methodical, with a keen eye for detail
- work collaboratively in a team and with a wide range of people
- deliver effective and timely work within agreed timeframes
- be well presented with a professional manner
- have a good business awareness

WE OFFER

- A stimulating work environment with a smart, diverse and motivated set of colleagues
- A competitive benefits package
- Flexible working around core hours
- Opportunities for continuing professional development
- Opportunities for career growth
- Collaboration opportunities with EOC offices around the world
- World-class projects with leading architects and collaborators