

**Job Title:** Marketing Assistant  
**Reports to:** Marketing & Events Manager

**Eckersley O'Callaghan** is one of the most innovative engineering design firms in the world, with a global reputation cultivated through a commitment to research and creative thinking. We enjoy working with a range of materials, forms and building types across diverse sectors and project scales to deliver imaginative solutions. 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 commitment to sustainability, digital design, and continuous research and development remains at the core of our approach.

We offer a stimulating work environment with enthusiastic, intelligent, hard-working colleagues, and support personal development through training and project opportunities. Our principal office is in London, with other offices in Manchester, Paris, Milan, New York, Los Angeles, San Francisco, Delhi, Hong Kong, Shanghai and Sydney.

### KEY RESPONSIBILITIES

#### Communications and Marketing

- Report to the London Marketing Manager to deliver marketing requirements
- Support the global marketing team with bringing documents and resources into EOC style
- Support the global marketing team as directed with graphical projects (such as creating diagrams, updating brochures, wall boards, retouching photos, social media images, taking local site photos and new staff pictures etc)
- Work with the global marketing team to keep imagery updated
- Support the London Marketing Manager with the co-ordination of company award entries and speaker opportunities
- Create PowerPoint presentations as required
- Assist global marketing team in maintaining EOC's slide library; creating new slides, updating existing projects as they progress

#### Bid Co-ordination and Business Development

- Assist global marketing team in creating and updating project profile pages
- Assist global marketing team in writing, designing and updating staff CV's and general content creation as needed
- Support the global marketing team in updating the intranet bid library
- Support the global marketing team in creating submissions, capability statements and responding to PQQ's
- Follow up with clients to get proposals signed
- Increase company visibility and outreach amongst potential local clients
- Create bid proposals as required

#### Intranet

- Assist with ensuring all marketing data is current and relevant on global intranet site

### JOB KNOWLEDGE, SKILLS & EXPERIENCE

- Degree level educated a marketing degree would be advantageous but not essential
- 2-3 years' experience in a similar role working in a professional environment helping to support and maintain a brand
- Proficient user of InDesign, with some experience of using photoshop and illustrator
- Proficient user of MS Office

- A creative eye and experience of graphic design
- Experience of using tools such as hubspot, mailchimp and CMS systems
- Ability to produce and edit written copy

#### **PERSONAL QUALITIES**

- be self-motivated and take initiative
- be an excellent communicator
- able to build effective relationships with colleagues remotely
- 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
- 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