

# Marketing Assistant - Sandwich Placement (Content and Social)

## Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service. Read on more on our Career site: <https://careers.atradius.com/en/careers>.

## Department Description

The Marketing & Communications team forms part of the wider commercial function. We are currently going through an exciting period of change, and are working towards a new strategy with a shift towards using digital media and channel marketing to truly connect with our customers, our intermediaries, and potential prospects. The team is based at HQ in Cardiff Bay and works with a network of offices throughout the United Kingdom and Ireland.

## Job Description

As a Marketing Assistant at Atradius, you'll be working with the rest of the marketing team to support the creation and delivery of content across a range of media platforms, including point of sale material, internal and external communications, direct marketing, social media, and the UK & Ireland website. You will also be helping with event planning.

You'll work closely with our Marketing Manager to support the delivery of the overarching content marketing strategy in line with product and commercial objectives and take ownership for key deliverables. Day-to-day tasks include (but are not limited to):

- Creation of social media visuals (including polls, video content, carousels)
- Drafting copy for social media captions, internal/external communications
- Creative design for any poster material, banner designs, and brochures
- CRM management for email creation, data management, and landing page design
- Event assistance, creating invites, general event coordination, and stakeholder management
- Quarterly reporting on marketing performance for management review
- Sales material design (PPT template creation and assistance)
- Stock management: stock audit, supplier management and sourcing
- Brand ambassador campaign management – promote personal brand through Haiilo

Full training will be provided, but desired skills are a good eye for detail, an interest in digital marketing, and a creative mindset.

## The ideal candidate will have the following profile:

### Required qualifications:

- Excellent communicator with the confidence to work alongside external agencies/internal stakeholders of all levels of seniority
- A team player, who can pick things up quickly, prioritise and time manage effectively
- Comfortable coordinating and generating ideas to create engaging content
- Experience of using editing software or willingness to learn (desirable)

### Other qualifications:

- Relevant business degree (preferably in a marketing/communications/creative-related discipline)
- Competent in MS Office (PowerPoint, Excel, Word & Outlook)
- Competent in using Canva

### What do we offer?

- A dynamic, international and challenging work environment
- Training and support to reach your full potential including the opportunity for continuous professional development
- Attractive terms and conditions, including competitive salary, pension package and a range of flexible benefits and rewards

- Challenging tasks with individual development and training opportunities
- Wellbeing offering to support staff with on-site gym, monthly wellbeing hour, and regular sports & social events

### **Equal opportunities for all**

The success of our organisation lies in the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge, and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply for our positions.

### **I am Atradius! - Do you want to know who we are?**

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

*Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.*

You can find further information on our website: <https://group.atradius.com>