



Job Description

Job title: Marketing Assistant

Department: Marketing

Jurisdiction: Jersey

Purpose of the role

To implement highly effective external and internal communications initiatives in support of Ogier's business plan. Specifically, to support the delivery of engaging communications, ensuring consistency of the Ogier brand.

To support the Marketing Manager and work closely with the wider Marketing team the role requires an enthusiastic and motivated individual capable of driving forward initiatives.

An eye for detail, creative flair and an aptitude for leveraging digital and design technology is required.

Key Responsibilities

- Working within Ogier's global Marketing team on internal and external communications campaigns across all locations and service lines
- Using all channels including advertising, media, collateral, merchandise, direct marketing, newsletters, video, web, intranet and social media
- Bringing design flair to the creation of engaging campaigns
- Assisting in the management and development of the Ogier brand
- Using data to build and refine marketing campaigns
- Maintaining branded merchandise and collateral
- Supporting the development of internal communications that support the Ogier culture, vision and strategy
- Assisting Ogier people in their delivery of effective communication
- Creating effective briefs and contributing to the effectiveness of agency relationships
- Budget support

Competencies

- Relevant design or marketing qualifications (e.g. CIM) or studying towards qualification preferred
- Background in design, digital or brand management, marketing communications or media
- Experience in using design, content management systems and/or mailing software
- Accurate proofing skills
- Proven organisational skills including the ability to manage and deliver to strict deadlines
- Ability to work effectively in a team and support colleagues.
- Experience of working with agencies

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com