



Blacktrace Ltd.
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Marketing Administration Assistant

£ Competitive salary

Location: Royston, Hertfordshire, UK

Blacktrace is a young company specialising in product design, especially in the technology sector. We specialise in “productizing science”, taking great science from the labs and turning it into market-leading products. Part of a larger group, we create world-leading solutions for both internal customers and external clients from all over the world.

After a successful year 2011, we are currently looking for a highly motivated and enthusiastic Marketing Administration Assistant to join our growing team.

Reporting to the Head of Marketing, this is an exciting opportunity for an ambitious individual to take the first step up the marketing career ladder and support a broad range of projects, including:

- First point of contact: meet and greet visitors, answer telephone and transfer calls
- Set up and coordinate meetings and assist with conference bookings
- Coordinate accommodation and entertainment arrangements for company visitors
- Compile documents/literature for customers and distributors
- Create and modify documents using Microsoft Office and Adobe Acrobat
- Maintain the company's CRM database
- Assist with online and offline marketing campaigns such as Email marketing and PR activities
- Assist with market research and general clerical duties: photocopying, faxing and mailing

The ideal candidate will have:

- Working knowledge of Microsoft Office including Word, Excel and PowerPoint, Microsoft Outlook and Internet Explorer
- Ability to work independently and in a team
- Excellent communication skills, both oral and written
- Good organisational skills
- Experience of working in a Admin Assistant capacity would be desirable, but is not essential



The role is based in Royston, Hertfordshire. Staff benefits include 25 days paid holiday per year, company pension scheme, private health insurance, death in service insurance, income protection insurance and a 'green' car scheme.

Blacktrace is an equal opportunities employer, and as part of the Syrris Group holds the Investors in People Bronze Award.

Please note - strictly no recruitment agencies.

If you would like to apply for this position, please email your covering letter and CV to: **info@blacktrace.com** marked for the attention of **Christina Bayer**. Alternatively, you can mail your application to the Blacktrace head office.

We look forward to hearing from you!

Blacktrace Ltd.