

Company Name: ProProcure Limited - www.proprocure.com

Location: Spaces, 1 Chalfont Park, Gerrards Cross, Bucks SL9 0BG

Salary Package: Competitive salary

Period of Employment: 12-month internship

Job Title: Sales and Marketing Assistant

Reporting to: Marketing Manager

The Company:

ProProcure is a SaaS technology company that works with some of the world's leading brands across 150 countries.

Our cloud-based procurement platforms Geneus and G-Quotes enable businesses to extend purchasing automation to include even the most complex categories of spend. We pride ourselves on being niche in the market and are constantly looking for ways to innovate.

We are small but ambitious and have exciting plans to expand our client base over the next 2 years as we push into our next stage of growth.

Working for us:

At ProProcure we strive to have a dynamic culture and believe that by empowering individuals and encouraging cross-functional teamwork we have created an environment where everyone can excel and bring their own skills and knowledge to the table (as well as learning new ones!).

The true culture of our business is reflected in our values:

- Integrity - Demonstrating openness and honesty at all times
- Passion - Believing in our business and caring for our Clients
- Respect - Recognising each other's differences and strengths

The Role:

We are seeking a determined, energetic candidate with a thirst to learn and develop their career path. You will be joining our Commercial team in the role of Sales and Marketing Assistant.

The Responsibilities:

Marketing tasks include but are not limited to:

- Social media posting and monitoring
- Creative writing for our corporate blog and other marketing materials
- Support in the maintenance of the corporate website
- Setting up and sending email campaigns using ActiveCampaign
- Downloading email opens reports and email campaign analysis
- Assisting with design work for online, emails, social media and marketing materials
- Assisting in the production of marketing and sales materials
- Basic video editing for client tutorials
- Updating and gathering data from campaign responses

- Support in the execution of online and offline campaigns to help increase brand awareness and lead generation
- Market research
- General marketing and sales administration

Sales tasks include but are not limited to:

- Nurturing inbound leads
- Discovering new leads
- Researching our target market and identifying individuals to campaign to
- Providing support throughout the various stages of the sales cycle

Essential skills:

- In-depth understanding of different marketing techniques
- Excellent organisational and time management skills
- The ability to work independently and as part of a team
- The ability to work under pressure in a multi-tasking environment
- Outstanding verbal and written communication skills
- Attention to detail

Desirable skills:

- Creative writing
- Research
- Experience with Adobe InDesign or PhotoShop
- Experience with WordPress
- Experience with marketing computer software (e.g. CRM tools)
- Good knowledge of Microsoft Office and Google applications

The successful candidate should live within a commutable distance of our offices based in Gerrards Cross.

Education

- Excellent GCSE and A-Level results (or equivalent)
- Either currently studying for a degree in Business or Marketing (or similar)
- OR
- Graduate with a degree in Business or Marketing (or similar)

We hope you will share the enthusiasm and passion we have for our business and decide to come and find out more. If so, please send your CV and a cover letter in the first instance to careers@proprocure.co.uk.