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**Marketing Administrator**

**Working 8.30am – 5pm, Mon to Fri**

B&M Waste Services has an exciting opportunity for a Marketing Administrator to join the Marketing team.

The successful candidate will support the company’s Marketing Department in delivering general administrative support to the team.

**Key areas of responsibility:**

Work closely with the Marketing team to provide general administrative support for the following:

* Events - organisation and support
* CRM – export data for analysis
* Manage marketing software subscriptions
* POs, invoices and paperwork for the department
* Minute taking
* Ordering merchandise and/or other marketing items
* Assist in any other tasks relevant to marketing.

**The ideal candidate must display the following skills:**

* At least 1 year experience working in a similar marketing or administrative role, and be proficient in MS 365 - Word, Excel, PowerPoint, Outlook and MS Teams
* Experience using Canva, Social Sprout (Hootsuite or Content Cal)
* Be highly organised, methodical, flexible and enthusiastic in their approach to work
* Be able to work without close supervision and quickly learn new skills
* Be able to demonstrate management of numerous tasks simultaneously
* Have excellent verbal and written communication skills and pay attention to detail
* Have a positive, can-do approach to their duties.

**Desirable Skills (but not necessary)**

Experience using Sage CRM, Power BI, Word Press, MailChimp, Survey Monkey

Knowledge of PS, Adobe

**Location**

Although the role will be mainly based at Bromborough HQ, Wirral, travel between depots/offices may be required, therefore a driving licence and own transport is a must.

**Recruitment Process**

Selected candidates will be offered an ‘in person’ interview at Bromborough HQ

**Job Type:** Full-time, permanent working Mon to Fri 8.30am – 5pm

**Annual Leave:** 23 days plus bank holidays

**Benefits:**

Company pension

Onsite parking

Application deadline: 19/08/2022

**About Us**

B&M Waste Services is an award winning, carbon neutral plus waste management solutions company providing tailored waste collection, recycling and disposal services to businesses across the UK. With a team of over 250 employees based across 5 regional depots, we are dedicated to supporting our customers, helping them to save money, space and the environment while they achieve their own sustainability and operational targets.