



Job description – marketing officer and office administrator

Support is required for a small but growing business that performs marketing work for clients.

The specific skill requirements we have include:

- Updating and creating Wordpress pages on websites
- Website development
- Creating e-marketing campaigns from Mailchimp and similar software. Mailchimp is the tool we use mostly.
- Relevant Social media postings - understanding of Twitter, Facebook, LinkedIn and other social media platforms required
- Graphic design for print and online advertising - Adobe Illustrator, Photoshop, www.canva.com skills
- Related Marketing Activities
- SEO capabilities
- Conducting general office administrative and front-of-house tasks

Candidates with skills in only a subset of these requirements will be considered and training will be provided.

Person requirements

We are looking for someone who is keen to develop their marketing skills in a small but growing business. As well as possessing the skillsets in the description we are looking for people who can:

- Liaise with clients professionally and courteously
- Is comfortable working with a geographically spread team through email, IM, video calls
- Understand the importance of deadlines and works diligently to meet them
- Consume written and spoken English

Successful candidate will also be expected to provide office administrative and front-of-house support to our sister company which is co-located.

Company information

We are a small but growing business providing marketing support to predominantly Caribbean-based clients. The founder and operations manager now require additional support owing to the growing requirements from our clients. Our focus is on providing support in the fields of website content management and SEO, social media support and e-marketing campaigns.

Location: British Virgin Islands or North Yorkshire, UK

Apply by email with resume and covering letter to: guy@phoenixcaribbean.com