

Employer: Cobalt Management Office

Vacancy: Marketing and Administration Assistant

Hours: 15 hours per week days flexible

Salary: £11.44 per hour – Meets Min National Wage

Working pattern: days and start time flexible

Number of vacancies: 1

Job Summary

An exciting opportunity has arisen on the UK's largest office Park for a Marketing and Administration Assistant to support the Cobalt Management Team.

With over 1.7 million sq ft already built out, Cobalt is home to world class occupiers including EE, Sage and Newcastle Building Society.

The Company

You would be employed by the site developer, Highbridge Business Park Ltd. Since 1998 the company has developed 12 million sq ft of commercial space in out of town office parks, industrial, warehousing and distribution schemes and more recently, data centres.

The Role

You will be assisting members of staff based on the park and supporting other members of the management team. Full training will be provided.

Responsibilities will include:

- General office administrator duties
- Supporting occupiers and individual members of staff
- Promoting travel ticket options and processing staff queries
- Create marketing for MORE Cobalt across all communication platforms.
- Promoting exclusive staff offers across newsletters, social media platforms and apps.
- Writing content for the staff website, social media pages and weekly newsletters.
- Personal commuter travel planning and monitoring
- Assisting with the organisation of staff events
- Identify new partners for the staff discount card
- Administrating of website and More Cobalt app

Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team and on your own
- Good communication skills
- Work accurately and efficiently
- Knowledge and skills to use Microsoft packages such as word, powerpoint and excel
- Strong understanding of social media and content creation
- Good relationship and customer service skills
- Good organisation skills