



Job Description

(Part Time) Flexible hours

Marketing Administrator

Are you looking for a new challenge working for an established UK manufacturer?

Scanprobe have been designing and manufacturing our range of drainage inspection cameras since 1985, and we are looking to recruit an ambitious Marketing Administrator who is looking to develop their marketing skills and grow their career with Scanprobe. The successful candidate will administer daily social media activity, assist in the preparation of Company representation at exhibitions, liaise with 3rd party marketing suppliers, create marketing content, oversee maintenance of our websites and assist with planning the successful launch of new and exciting products.

Responsibilities will include:

- Define and execute the marketing and communication activities according to our marketing plan
- Digital content creation
- Social media management
- Blog/article writing
- Print artwork creation
- Exhibition planning/management
- Help with Website maintenance.
- Presentations
- Working closely with Sales & Business Development to support our customers/distribution partners

Experience/skills we would like you to have:

- 1+ years marketing experience
- Microsoft Office & Teams
- Experience of briefing/working with third party suppliers
- Blog/article writing
- WordPress
- Social media scheduling platforms
- Email marketing
- Strong verbal, written, and organisational skills

Pay Range: £11–£14 p/h depending on Experience

Working Hours: Flexible (Office/Home Based) minimum 16 hrs negotiable.

Some travel required (when permitted).

For more information or to apply/ send CV for this role please contact Elaine Sterry:

☎ 0203 253 2001 Ext. 1991

✉ elaine.sterry@scanprobe.com