

Digital Marketing Assistant

JOB SPECIFICATION

Employer	PDV Ltd	Reports to	Digital Marketing Manager
Hours	Mon to Fri 9am -5:30pm (Full Time) + Flexi-hours also available	Salary	Competitive
Location	Sunningdale, The Belfry, 13 Colonial Way, Watford, Hertfordshire, WD24 4WH. + Hybrid working also available		

Job Purpose

We are looking for a Digital Marketing Assistant to join our Online Acquisition team to provide day to day support to the Digital Marketing Manager.

Key Responsibilities

- Hands-on management of our social media and PPC advertising accounts.
- Management of our internal Email and SMS channels.
- Engage and support our Social Media fan pages.
- Onboarding and managing new and existing partnerships to drive online traffic.
- Regular reporting to relevant stakeholders.
- Work with Digital Marketing Manager to drive internal initiatives.

Key Skills

- Minimum of 5 GCSEs at grade C or above (including Maths and English) and a basic understanding of digital marketing channels such as social media, PPC, SEO, email, affiliate marketing and partnerships.
- Minimum 1-year experience in Digital Marketing field (not essential but preferred).
- Proficient in Microsoft Office, Excel and the Internet.
- Good oral and written communication skills.
- Good organisational skills.
- Pro-active and can work on own initiative to meet targets.
- Attention to detail.
- Ability to work to deadlines.

How to apply

Email your CV to:
HR Manager at recruitment@dlg.co.uk