



MARKETING ADMINISTRATOR

We are offering a full time role with great development potential and competitive salary, subject to experience.

The role involves working as part of a busy business development and marketing team.

The key elements of the work are; researching new business opportunities, making initial contact with new potential clients, preparing new client presentations, competitor analysis, updating our CRM system, attending client meetings and networking events.

You will be an enthusiastic and pro-active individual with excellent administrative, IT and communication skills. Ideally, but not essential you will have marketing or business to business sales experience. The ability to be flexible to meet the needs of a busy team is paramount.

This opportunities for growth, development are fantastic.

The successful candidate will be working as a part of a pro-active team, they will receive full in house training in the specialist elements of the role.

We are based in modern purpose built offices in Dunnington 5 miles form York City Centre (next to the A1079). We have onsite parking and, there are good public transport links from central York and Pocklington/Hull.

For more information about **SIMPSON** check out our web site at www.simpson.co.uk

For an informal chat about this position, please call Amanda on 01904 562426

To apply please send your CV and a letter of application to

amanda.davidson@simpsonyork.co.uk

closing date for applications 12 August 2019