

## **Events and Marketing Assistant Apprentice**

Role: Events Assistant Apprentice

Location: Penryn

Company Description:

Oh So Social are international, multi-award winning social media marketing specialists based in Cornwall. What we do is oh so simple. We provide expert social media marketing knowledge to help your business really get results online, through comprehensive social media management, training, on-going support and strategy development. We are a small and elite team of social media and digital marketing experts led by self-confessed social media geek Katherine.

Purpose of Role:

We are looking for an apprentice to help create, co-ordinate and manage events for Oh So Social, these include in-house training events and working with third parties including Facebook.

The successful applicant should be a bright and ambitious individual. You'll help the team to provide first class customer service and act as second point of contact for ensuring all event queries are dealt with in an efficient and friendly manner.

This will be an interesting role, where the successful candidate will also need to learn and carry out the marketing skills to promote these events.

There will be an opportunity for Full Time role on successful completion of the Apprenticeship.

Typical duties will involve:

- Planning and coordinating a variety of events across Cornwall and beyond
- Updating the CRM database accordingly
- Booking event-related travel and accommodation
- Attending key events to ensure they are a success
- Building strong relationships with key members
- Reviewing effectiveness to recommend improvements.
- Managing a busy events calendar
- Liaising with event organisers, logistics companies, and stand builders
- Researching suitable venues for company events
- Creating social media and marketing content to promote events
- Marketing assistant duties

### Requested Skills:

This is a great opportunity for someone with creative flair and copy-writing skill to learn more about events and social media marketing.

#### Personal Qualities:

- Hard working and reliable
- Trustworthy
- Confident communication and interpersonal skills
- Professional manner for client liaison
- Strong team player
- Ability to work independently and with a high level of initiative
- Creative flair – good eye for design, a great ideas person and willing to share!

#### Desirable Skills/Knowledge:

- The desire to learn and want to become part of a hard working team
- Brilliant literacy and numeracy skills
- 5 GCSEs at grades A\*- C or equivalent (including English Language and Maths)
- Good IT skills
- Any video skills such as iMovie would be a bonus
- Love of social media!

### **Closing date – 6<sup>th</sup> March 2020**

Please apply by sending your CV and cover letter explaining why you are interested in the role to Ian on [ian@ohsosocialmarketing.co.uk](mailto:ian@ohsosocialmarketing.co.uk).