



Advert
Apprentice Sales and Marketing Assistant
Mitre Group

An opportunity has arisen at Mitre Group for an Apprentice Sales and Marketing Assistant. The successful candidate will complete the L3 Marketing Assistant Apprenticeship Standard over a period of 12 months. Mitre will provide training and support to cover both elements of the role.

Overall, this role will involve supporting customer focused marketing activities through awareness raising and perception building, in addition to supporting with the development of new business leads.

Mitre Group are a training provider based in Derbyshire specialised in providing training for apprenticeships, adult education and spectator safety at sports grounds and event spaces. The role requires a forward-thinking individual with a positive, charismatic and creative background to utilise social media and online marketing channels to support organisational growth and business development. The successful candidate must be aged 18 or over and hold a full, UK drivers' licence.

Typically, the Marketing Assistant apprenticeship is the entry route for many Marketing professionals who progress their careers into more senior marketing positions. As part of the apprenticeship, the successful candidate will be responsible for delivering day-to-day marketing activities across a multitude of platforms, channels and systems that are essential to the marketing function and activities of Mitre.

The role is primarily office-based, although they may spend time away from the office attending exhibitions and events, meetings with external suppliers and customers and supporting research activities. The successful candidate will be responsible for coordinating and delivering specific marketing activities which could include, but are not limited to, marketing content creation, background market and customer research, monitoring campaign analytic and collecting data, using relevant marketing software/systems, maintaining marketing administration activities such as managing the supply of marketing literature, tracking marketing expenditure, supporting the procurement of, and overseeing the delivery of work by external and internal marketing suppliers.

In addition to primary marketing duties, this role will involve elements of sales assistance to involve supporting the Business Development Manager in procuring and developing new sales leads. This will involve the creation of sales documentation and upkeep of any sales related documentation.

QUALIFICATIONS



Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

PROFESSIONAL RECOGNITION

This standard aligns with the following professional recognition:

- Chartered Institute of Marketing (CIM) for This apprenticeship is designed to meet the requirements for registration as an Affiliate Member with the Chartered Institute of Marketing (CIM).

APPRENTICESHIP CONTRACT PERIOD: 13 MONTHS

**HOURS: 35 Hours per week
Monday-Friday
9am – 5pm (with flexibility for exhibitions/conferences)**

SALARY: £16,000 per annum

TO APPLY:

For any specific questions please call Andy Matthews, Business Development Manager tel: 07798 811 408, or email jobs@mitregroup.co.uk. For all further information and to apply for the role, please go online to www.mitregroup.co.uk/current-vacancies and complete both the application and equality and diversity monitoring forms.

Closing date: 4th June 2021