

Marketing Assistant | Marketing

Fellows Auctioneers are excited to announce we are looking for a **Marketing Assistant** to join our team on a **permanent** full-time basis. Working 35 Hours M-F in our **Birmingham** office located in the heart of the Jewellery Quarter.

What the role entails

- Collaborate with the rest of the Marketing team to plan and execute marketing and PR campaigns.
- Help produce content for internal and external campaigns i.e. leaflets, emails, adverts.
- Supporting the Social Media Executive in ad hoc tasks.
- Manage unsubscribe requests and ensure compliance with email regulations.
- Conduct email mailing list data hygiene to maintain accuracy and relevance.
- Assist in building and sending marketing emails as well as reporting on them.
- Help write, research, and send press releases.
- Maintain the press list.
- Write blogs and work with other departments to help write blogs.
- Add the blogs to the website ensuring they are optimised regarding SEO and readability.
- Assist in auction uploads and work with specialist teams to ensure accuracy.
- Update auction data for online catalogues, ensuring timely and accurate information.
- Proof and sign off on auction catalogues.
- Assist in building and optimizing landing pages and website for search engines.
- Update the website with relevant information.
- Address website issues and provide support.
- Manage incoming enquiries to group mailing lists and inboxes.
- Run intra and inter departmental meetings and provide detailed notes.
- Provide operational support on auction days.
- Troubleshoot and problem-solve as needed.

Your personal qualities:

- Ability to multitask.
- High level of accuracy.
- Strong IT proficiency.
- Strong written and verbal communication skills.
- Ability to proofread to a high standard.
- A positive, can-do attitude – be approachable and enthusiastic.
- Ability to work independently as well as in a small team.
- Ability to prioritise and work to tight deadlines.
- A creative thinker.
- Show willingness to learn and go the extra mile.

The experience you would need:

- Experience of the following or similar software: Google Analytics, SendGrid, WordPress, Canva.
- Experience of writing press releases and blog content.
- Knowledge or experience within SEO, PPC
- An interest in luxury fashion brands and trends.
- Knowledge of how auctions work.
- Experience within a marketing department for a minimum of 2 years.

Benefits of joining us include but aren't limited to:

- Discretionary adhoc team rewards.
- Compensation for overtime and working events.
- Additional days of annual leave awarded for length of employment.
- A collaborative, inspiring, work environment.
- Accessible learning resources.
- Continued professional development at all levels, including auction clerking training.
- Working in a technologically forward environment with access to the latest auction management systems and hardware.
- Free 24/7 access to employee wellbeing support.
- Access to an employee discount platform.
- Electric car scheme with free ports (Birmingham).
- Paid for travel between our Birmingham and London offices, or any external event.
- Companywide, full Christmas closure.

About Us:

Founded in Birmingham in 1876, Fellows is a family-run firm of auctioneers and valuers based in Birmingham's Jewellery Quarter and Mayfair in London. We are one of the UK's most established auction houses, with a focus on luxury watches, designer brands and unique pieces of jewellery. We hold regular specialist auctions, around 6 every month.

We take pride in our friendly manner and excellent customer service. Our aim is to provide our customers with the ultimate auction experience. We must be doing a good job as we are rated Excellent on Trustpilot!

To apply, please email your CV to Hira Eden Ilyas at Hira@fellows.co.uk.

No agencies please. Unfortunately, we are only accepting applications from those with the right to work in the UK and are not offering sponsorship at this present moment.