



Marketing Assistant

Full Time / Dundee

The Opportunity

We are renowned for developing close relationships with our clients, providing them with a range of high quality services and working with them to achieve success. We currently have an exciting opportunity in our Dundee office for a Marketing Assistant to join our vibrant, growing accountancy practice.

In this role you will be responsible for assisting our Marketing Co-ordinator to deliver a pro-active, efficient and effective marketing and business development support service to the firm. You will support the Marketing Co-ordinator to increase and enhance the profile and understanding of the firm, its service lines and business sector specialisms and take a lead in promoting good marketing practice across the firm.

About us

- **We are:**
 - One of the 15 largest independent accountancy and business development practices in Scotland, with long established connections in Tayside and Fife.
 - Members of the Kreston International network, allowing us to provide national and international services to our clients.
- **We have:**
 - Over 100 members of staff and 15 partners, working from our 4 offices in Cupar, Dundee, Forfar and Glenrothes.
- **We offer:**
 - Support and training to allow you the opportunity to develop and progress your technical and personal skills within our growing practice.
 - Excellent working conditions, including a 35 hour working week.
 - Competitive salary and benefits package (based on qualifications and experience).

The Role

- Support the Marketing Co-ordinator on all marketing related duties.
- Act as an ambassador for EQ.
- Assist the Marketing Co-ordinator in the completion of marketing communications, ensuring corporate identity is maximised.
- Assist the Marketing Co-ordinator in marketing the firm to existing clients and helping to bring in new clients by effectively promoting all our services and business sectors.
- Manage and influence relationships internally and externally at all levels building strong relationships.

Talent Factsheet



CHARTERED ACCOUNTANTS

The Candidate

Essential

- Sound understanding of PR/Marketing
- Experience of using Microsoft Office and Outlook
- Good administration skills and IT skills
- Excellent oral and written communication skills
- Excellent attention to detail and accuracy
- Articulate
- Ability to work as part of a team and work unsupervised
- Ability to multi-task, manage time and prioritise work effectively
- Ability to work to deadlines

Desirable

- Degree in Marketing, Communications or a business related degree
- HND Marketing, Communications or a business related subject
- Sound knowledge of professional practice environment
- 1 years work experience within a marketing environment.

To apply

Please send your CV and covering letter to recruit@eqaccountants.co.uk

A full job description is available on request at recruit@eqaccountants.co.uk