

PR & Marketing Assistant (Higher Apprentice)

Roles & Responsibilities:

- Support the Business Development Coordinator to achieve business objectives and targeted growth of the practice across the five offices.
- Prepare press releases/editorials for all regional offices and liaise directly with Team Leaders and Partners to pursue opportunities.
- Design adverts and book space in regional and national publications
- Design Practice Newsletters and organise printing and distribution of publications
- Design bespoke brochures to promote targeted sectors and organise printing and distribution
- Support administration team to prepare corporate presentations for external meetings
- Photography, including arranging professional photography for high profile projects
- Organising/arranging GSS events for clients and staff.
- Update and improve audience for social media profiles across all brands of GSSArchitecture and all online review platforms.
- Maintaining and updating the GSS websites to improve content regularly with projects, images and news stories.
- Monitoring the corporate identity
- Design, circulate and monitor recruitment adverts for the practice
- Prepare and distribute e-communications alongside the Business Development Coordinator
- Prepare award submissions for the practice in all regions for the Practice.

Qualifications/ Training:

- Educated to Level 3 (A Levels or equivalent).
- GCSE Maths and English (Grades A* - B or equivalent in English)
- Evidence of a desire for continuing professional development within Marketing or similar industry.

Apply:

Please send a copy of your CV and covering letter with salary expectations to recruitment@gotch.co.uk

