

*Become part
of our team...*



Marketing Assistant

The Role:

Reporting to the Marketing & Quality Manager, the Marketing Assistant is responsible for a variety of tasks including, but not limited to; copywriting, signage artwork creation, graphic design, administrative duties and generally assisting the marketing team.

Key Responsibilities:

Copywriting

- The Marketing Assistant will have a strong level of English/creative writing skills to write copy for internal and external communications.

Proofing

- A strong eye for detail to help with proofing before signing off with things such as; literature, social media posts, communications and PR.

Signage Artwork

- Create signage artwork for BCS Group including health & safety, road and bespoke signs from briefs provided by the customer. (On-the-job training will be provided).

Graphic Design

- Support the Creative Marketing Executive with elements of graphic design that will be utilised on internal and external media.

Digital Marketing

- Support with digital marketing such as social media management, SEO, and email campaigns.

Assist the Marketing Team

- Assist the Marketing team with daily support. This can vary from supporting with photography and videography to carrying out administration tasks for the team.

Key measures & targets:

- Proofing of work and writing copy
- Manage time expectations on signage requests
- Creating signage to a high quality
- Email management

Key relationships:

- Marketing Team
- Quality Team
- Signage Team
- Sales Team

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Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

- Great eye for detail
- Strong level of English/creative writing
- Strong team working abilities
- Good reliability and integrity
- Flexibility and willingness to adapt to different tasks and projects

Desirable

- Adobe Creative Suite knowledge
- Some experience of working in similar industries
- Some understanding of Chapter 8 road signage
- Knowledge of digital marketing (SEO, PPC, social media marketing etc.)
- Qualifications in English/creative writing or similar
- Qualifications in business, marketing, IT or similar

There will be on the job training in all areas of marketing but particularly within signage creation.

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About BCS Group:

BCS Group, a subsidiary of Barhale Holdings Plc, is a privately-owned company. We are a leading supplier of safety and construction products and services that has depots in both the Midlands and Scotland. We pride ourselves on providing a first-class service to all our customers, ensuring the right product or solution is delivered to the right location on time. With over 5,000 items within our core range, BCS Group can fulfil any order and ensure it is delivered direct via our own dedicated transport fleet or those of our partners.

Manufacturing: Our capabilities include standard and bespoke signage, labels, temporary and permanent road traffic signs and bespoke steel fabrication/installation which includes foot bridges, walkways, flooring, guardrails, ladders and tunnelling products.

Extensive Stock Range: Distributor of leading industry brands in PPE & clothing, traffic management, safety & lifting and site equipment products. These include Bollé, Pulsar, Globus, Rock Fall, Progarm, Portwest, Melba Swintex, Oxford Plastics, JSP, Nissen, Carters, Orafol, Crowcon, Radiodetection, Dräger, Ridgegear, and Plant Nappy.

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Safety Equipment Servicing: Specialist safety & lifting repair, calibration and inspection since 1999. We have our own purpose-built maintenance and calibration facility for gas detection, cable avoidance, breathing apparatus and lifting equipment which along with our fully equipped mobile calibration unit is where all maintenance and repairs are carried out. Our staff are trained and fully qualified in maintenance, calibration and inspection of a full range of specialist safety & lifting equipment.

Our People: With a direct work force philosophy, the company culture is driven by our core values, which describes how we act day-to-day. We ensure all your needs are met through our national call centre and dedicated account management.

Triple Accreditation: ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and ISO 50001:2011 standards, which means our customers can have complete confidence that we have an ongoing commitment to be a safe, efficient and responsible partner.

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to vacancies@bcsgroup.co.uk

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.