

## VACANCY

**Job title:** Marketing Assistant

**Location:** Camberley or Southampton

We are Novacyt, a rapidly growing diagnostics group specialising in infectious diseases. We have a number of successful brands and serve a large global customer base, from hospitals to large corporates.

Primerdesign, part of the Novacyt Group, is a leading provider of RT PCR solutions. We have thousands of happy customers based across the globe and have a real ambition to drive our business forward and achieve even more. We have delivered exceptional products to combat formidable challenges. We developed the world's first swine flu detection kit, played an important part in uncovering the UK's horse meat scandal and are currently producing high-performing detection kits to support the fight against COVID-19.

We're now looking for a Marketing Assistant to join our team on a full-time basis working 37.5 hours per week.

### **Job Summary**

Our growing company is looking for a Marketing Assistant to support the department in carrying out various marketing tasks and including day-to-day administration of the marketing team supporting in compiling information for marketing materials, proofreading and editing marketing materials, clerical tasks and marketing activities. We are looking for a motivated individual who can multi-task and enjoys marketing as a career to progress in. This is a full-time position, and you can choose to be based either at our Camberley or Southampton Office.

### **Main duties and responsibilities**

- Works under the direction of a marketing director to help reach the marketing team's goals and objectives
- Support the delivery overall marketing strategy
- Support the development of internal communications across different channels,
- Support the marketing and social media teams with the PR, content and influencer activity
- Sourcing merchandise for centrally led marketing campaigns
- Proof reading and editing of marketing materials

### **Qualifications and experience required**

- A degree and/or equivalent in-house or agency experience in a similar role
- Entry level skills on Adobe Photoshop, InDesign & Illustrator skills preferred
- High level of English skills and able to eloquently write editorial and proofread materials

- The ability to problem solve and think on your feet and experienced enough to know when a job just needs to happen
- Strong independent worker
- Meticulous attention to detail and the ability to create beautiful artwork to tight deadlines
- The ability to stay calm and focused under pressure and able to multitask with good organisational skills

### **The Benefits**

- Competitive salary
- 25 days' annual leave
- Ability to buy and sell annual leave
- Cycle to work scheme
- Refer a friend scheme
- Life assurance
- Private medical insurance
- Group pension scheme

It's an exciting time to join our team as we are making huge leaps in the fight against COVID-19 and have recently been awarded a Breakthrough of the Year award at the European Mediscience Awards 2020. We are the best in the world at what we do. If you are looking to learn, grow and succeed as part of a passionate team who are eager to make a difference, we want to hear from you.

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail [recruitment@novacyt.com](mailto:recruitment@novacyt.com)