

Job Description – Office and Marketing Manager



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Job Name: Office and Marketing Manager
Hiring Manager: Sunil Shah
Reference: AA 1802
Date: 6th December 2018

Acclaro Advisory

Acclaro Advisory is a specialist consultancy providing organisations with a range of environmental management and sustainable business solutions. We work with multinational corporations, governments and NGOs.

We are seeking an individual to support our business/ internal processes and manage our marketing plan. The position is based in our Wokingham office, where we offer a flexible work style, and the opportunity to get involved with other projects and industry events. We are seeking an individual who can work between 20 or 30 hours a week (the hours will be stated at the start of employment and based on the candidate's personal circumstances) and will be remunerated accordingly.

Acclaro prides itself on creating long lasting relationships with clients and delivering excellence in our work. We expect the candidate to live up to the company values and adopt the culture of the workplace.

Role

The Office and Marketing Manager is responsible for ensuring the smooth running of the office environment, providing administrative support to enable the rest of the staff to work efficiently, and to ensure that Acclaro is communicating its services and thought leadership to the external business community which will support its business development plan.

Activities will include (but are not limited to):

Marketing

Reporting to a member of the management team, the marketing manager will be responsible for:

- Maintaining the Customer Relationship Management system (e.g. keeping the contact list up-to-date)
- Proactively developing and maintaining the communications plan, including:
 - Maintaining the Acclaro Advisory website- continual activity
 - Managing the Marketing planner and identify content gaps/refresh requirements for business focus areas

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- Engage with project directors and managers to develop a pipeline of marketing collateral
- Compile/edit newsletters and communication pieces in line with our marketing planner to increase SEO and readability
- Engage with the team to create and publish case studies on completed projects
- Manage social media sites to promote our business, services and events, twitter & LinkedIn
- Monitoring activity and KPIs on the communications channels

Office and Supply chain management

To manage the administrative side of the Acclaro business, including:

- Co-ordinating payroll, and invoicing activity, including tracking payments and chasing where necessary
- Gathering and coordinating employee and business expenses and providing a monthly update into a collated spreadsheet
- Maintaining a list of software licensed to the business and access details
- Co-ordinating activities in the office to provide a safe and clean working environment
- Managing agendas for internal meetings, including minute-taking and tracking of actions
- Maintaining a set of standard templates the business can use for reports and other company documents
- Ordering office supplies
- Researching potential new suppliers to Acclaro, and providing an evaluation of the business case

Required Skills

The successful candidate will have the following:

- Flexible and proactive
- An organised approach to work
- Team player and internal relationship building
- Office administration and marketing experience
- The understanding of, or desire to understand corporate sustainability.
- Ability to prioritize
- Good communication & written language skills
- Knowledge of Wordpress advantageous but not essential

This role is ideally set at 25-hour per week, however we can negotiate if the desired candidate has personal circumstances which requires alternative number of hours.

The closing date for applications is the 21st December 2019.

Please send your CV with a short covering letter/email to Jennie.Wilson@acclaro-advisory.com