



# JOB DESCRIPTION

Digital Marketing Assistant

EXETER

## **Digital Marketing Assistant**

Pay is DOE and level of work undertaken

### WHAT'S THE JOB

In three words? All things digital.

We are looking for an individual to join us in our Exeter studio as a Digital Marketing Assistant. This is a part-time role that covers a variety of work including SEO, social media management and content creation. You will be given the opportunity to work with companies in various industries, from start-ups to global brands, and become an important member of our rapidly growing team. You will also be responsible for ensuring work is delivered on time and to the highest standard, working closely with the account and content managers who report to the clients.

### WHO WE'RE LOOKING FOR

In three words? Proactive. Enthusiastic. Creative.

As a small team, we need a confident self-starter who is eager to learn and able to organise their workload effectively. While this role is centred around content creation, there is the opportunity to gain experience working on PPC and social media advertising campaigns, too. We aim to create a relaxed and fun working environment where we can focus on delivering the best results for our clients and we want someone who can contribute to and be an integral part of our team.

### WHAT WE NEED YOU TO DO

In three words? Write compelling content.

- Produce clear, high-quality, and creative content across a variety of topics.
- Carry out research to ensure accurate and informative copy.
- Be able to adapt your tone and style to suit different clients.

- Have a basic understanding of social media marketing, as well as paid campaigns in Google (Adwords & YouTube), Facebook & Instagram, LinkedIn and others.

## KEY SKILLS

In three words? Knowledgeable. Organised. Adaptable.

Basic experience and understanding of digital marketing and SEO are essential but we will provide any necessary training and support.

- Fluency in English with excellent written and verbal communication skills.
- Impeccable spelling and grammar
- Have or be studying for a relevant degree - Minimum A-Level English or equivalent.
- Basic knowledge and understanding of digital marketing and SEO.
- High level of organisational skills to manage multiple workloads across several different campaigns and industries.
- Strong time-keeping skills and the ability to work to deadlines.
- Working knowledge of Hootsuite and Buffer is preferred, but not essential.

## WHY THE CLICK HUB

In three words? We are great. Fine; Innovative. Relaxed. Creative.

At The Click Hub, we have a culture of innovation and insight; we allow all team members to have an active role in strategic decision making. Our goal is to provide our clients with the best digital marketing campaigns possible for their budgets. We avoid high-pressure and stressful working environments, as we prefer to create a relaxed and fun workplace where you can focus on producing outstanding and effective campaigns for your clients. Our clients stick with us because they have absolute confidence in our abilities and trust that the work we do is of the highest standard.

Having recently opened a new office in London, we are growing steadily and winning clients from a wide range of industries. What makes our work exciting is that each client and campaign is unique and presents a different set of challenges every time. As the company grows, there are always opportunities for you to grow with it.

## HOW TO APPLY

We would like to see an up-to-date copy of your CV, noting any experience relevant to this role, along with a short cover letter. In your cover letter, we are particularly interested in learning about who you are, if you have any digital marketing experience and why you think this role is right for you.

Please email your CV and cover letter to [vacancies@theclickhub.com](mailto:vacancies@theclickhub.com)

If you have any queries in advance of making an application, you can speak to Freya during working hours on 01392 243 007 and she'll be happy to answer any questions you have.

We expect to hold interviews at our Exeter office and, if you are invited to come along for an interview, we will ask you to complete a short blog writing task. This is not pass-or-fail, just an opportunity to demonstrate your approach to these tasks.