



<b>Job Title:</b>	Marketing Executive
<b>Reports to:</b>	Head of Marketing
<b>Department:</b>	Marketing
<b>Key purpose of the job:</b>	<ul style="list-style-type: none"> <li>➤ To implement activity for both trade and consumer marketing campaigns</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>➤ Implement trade marketing projects</li> <li>➤ Coordinate consumer media partnerships</li> <li>➤ Implement marketing activity to support metro.co.uk</li> <li>➤ Coordinate the commercial partnerships marketing activity</li> <li>➤ Provide support to senior members of the team where required</li> <li>➤ Coordinate internal marketing activity</li> <li>➤ Present marketing projects to commercial and editorial teams</li> <li>➤ Create mailing lists from database for trade campaigns</li> <li>➤ Ensure department status reports are produced on time</li> <li>➤ Contribute ideas to the annual marketing plan</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>➤ Excellent Organisation Skills</li> <li>➤ Good attention to detail</li> <li>➤ Good communicator</li> <li>➤ Confident with Microsoft Office Packages</li> <li>➤ Proofreading</li> <li>➤ Knowledge of current and future trends</li> <li>➤ Project Management</li> <li>➤ Confident in dealing with external suppliers</li> <li>➤ Drive and Energy</li> <li>➤ Teamwork</li> <li>➤ Flexibility</li> <li>➤ Creative</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>➤ Emotional Resilience</li> <li>➤ Self awareness</li> <li>➤ Confidence in making and building internal and external relationships</li> </ul>
<b>Experience/Qualifications:</b>	<ul style="list-style-type: none"> <li>➤ Educated to degree level or equivalent</li> <li>➤ Solid Marketing experience is essential</li> <li>➤ Some digital Marketing experience is essential</li> </ul>

#### Additional information

<b>Based:</b>	Northcliffe House, 2 Derry Street, London, W8 5TT
<b>Hours:</b>	Mon-Fri 9-5.30pm
<b>Salary:</b>	
<b>Benefits</b>	<ul style="list-style-type: none"> <li>▶ Entitlement to AN Pension Saver after probation period</li> <li>▶ Healthcare after two years</li> <li>▶ Free on site gym and subsidised restaurant</li> <li>▶ 25 days annual leave rising to 30 after 3 years service</li> </ul>

Closing date is 12th March  
Please send your cv to [opportunities@ukmetro.co.uk](mailto:opportunities@ukmetro.co.uk)