

Job Title: Marketing & Communications Coordinator

Location: Hybrid – Home working with occasional visits to the head office in Barton Under Needwood and other Salix sites across the UK

Reporting To: Marketing and Communications Manager

Overview

Salix, part of the RSK Group is seeking a Marketing Assistant to support the Marketing and Communications Manager in delivering key marketing and communication activities. This varied role will involve assisting across the full marketing mix, implementing improvements and working to the strategic marketing plan covering internal and external communications, and stakeholder engagement. This is an excellent opportunity for someone with some experience in marketing to further develop their skills in a supportive and dynamic environment that is growing fast.

Key Responsibilities

- Assist the Marketing and Communications Manager in implementing marketing strategies and plans.
- Support the creation and distribution of marketing materials, including brochures, flyers, and web content, ensuring accuracy and consistency.
- Prepare and update PowerPoint presentations for conferences, events, and client engagement to support our busy sales teams.
- Help organise and coordinate trade exhibitions, marketing events, and site-based community engagement events, including logistical arrangements and materials preparation.
- Collaborate with technical, sales and contracts teams to gather content for social media posts, marketing collateral, and internal communications.
- Assist in developing the Salix website, keeping it up to date through posting case studies, media, project highlights, and product information.
- Support video production projects by helping draft scripts, coordinating logistics, and assisting with edits.
- Maintain an organised library of high-quality images and video footage for use in marketing materials and for quality control across the business.
- Manage the stock of promotional merchandise and marketing literature, ensuring materials are replenished and updated as needed.
- Support the creation and distribution of internal and external newsletters.
- Help raise the profile of Salix within the RSK network and externally through coordinated communication efforts.
- Join the Marketing Manager and other team members on land and site visits to gather insights and content for marketing materials.

Essential Skills and Qualifications

- GCSE Maths & English.
- Proficiency in IT and Microsoft Office, including PowerPoint for creating presentations.
- Strong communication skills with the ability to work effectively with various stakeholders.
- Highly organised with attention to detail and excellent administrative skills.
- Previous experience in a marketing role

Desirable Skills

- Experience with Adobe Photoshop, Illustrator, or InDesign.
- Familiarity with Google AdWords, Google Analytics, and CMS systems.

This is an exciting role for someone enthusiastic looking to gain more experience in B2B marketing whilst supporting impactful projects in sustainability and nature-based solutions.