



Marketing Executive – Full Time – Based in Livingston, West Lothian

Concept Group is one of the most well-known and respected Digital Solutions businesses in the UK. From our Sales Divisions to our Logistics & Service Operation; Professional Service Departments to our state-of-the art Remanufacturing Plants, every part of our operations are dedicated to our purpose of helping solve the inefficiencies of business workflows and printing solutions. We pride ourselves on working with brilliant people who put our customers at the heart of everything they do.

You may not deal directly with our customers, but will play an absolutely vital role in making sure that our customer-facing teams get all the support they need to deliver the very best service.



The Role

You will be a core member of the Marketing team, working very closely with the Marketing Manager, You will be in a very “hands on” role and you will require the ability to juggle priorities, together with excellent organisational and communication skills, and an eye for detail. For the most part the role will be office-based, as a central coordinator of marketing projects. However we do anticipate regular face to face meetings with our marketing agency/partner and staff/managers within all divisions of our business. Communicating with them throughout the group and ensuring that marketing campaigns/resources are aligned with their and the company’s key objectives.

Skills Required

You will boast an energetic and pro-active approach, have strong organisational and multi-tasking skills, the ability to use your own initiative and have excellent verbal and written communication skills, numerical skills/excel spreadsheets and knowledge of MS Office. The ability and flexibility to deliver to deadlines and manage multiple projects simultaneously will be important as you will be a key contributor to the planning of company marketing strategy/projects.

Experience of Salesforce and Pardot or similar packages would be beneficial and previous knowledge of our industry sector would be advantageous but not essential.

Ability to manage the company social media channels within brand guidelines.



Attractive Salary & additional company benefits (tech scheme/cycle to work scheme/small onsite gym)

<https://www.concept-group.co.uk/who-we-are/>

It's an exciting time to join the Concept family, if you believe you have what it takes to fill this position drop us a line along with your CV to:

rod.smith@concept-group.co.uk or give us a call on **01506 416 161** to find out more.

Strictly No Agencies