

Marketing Administrator

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high quality service for all our customers.

The TR Marketing team supports all of TR's global locations with their marketing requirements and is looking for a Marketing Administrator, to be responsible for the administration of the department to be based in Uckfield, East Sussex.

The Role

Reporting to the Head of Marketing, your role will be to support the Marketing team with all administration for the department. To assist and ensure marketing activities and projects are completed, to promote products and services as specified by the Head of Marketing/Company strategy.

Key tasks include:

- To work closely with the Marketing team to ensure all internal and external communication is professional, relevant and effective and distributed accordingly
- To assist in the development of the new website into the most comprehensive fastener database available
- To support the Marketing team with exhibition organisation and co-ordination of material and equipment required
- To manage the literature and giveaway requirements for the Company including distribution to locations
- To work with the Global Sales teams with market research for the Company
- To co-ordinate all social media for the group including researching and scheduling relevant posts/updates
- To assist in photography and video requirements when needed

The Candidate

Experience of working within an Administration role is essential, along with experience in the use of Microsoft Word, Excel and Outlook.

The successful candidate needs to have excellent communication skills together with a good telephone manner and be able to communicate at all levels. Being a good all round team player is a must as is the ability to work to deadlines and think on your feet. A proactive approach to work is essential. The successful candidate must be able to demonstrate flexibility in their approach and be able to prioritise and remain focused at all times.

Due to the diversity of this role the following skills would be advantageous:

- Experience with Adobe Design Suite – InDesign, Photoshop and Illustrator



- Corporate social media management experience, using Hootsuite or similar tool for managing social media
- Website administration
- Photography
- Marketing research
- Some design experience

