

Marketing Administrator

Company Profile

Sigma 3 (Kitchens) Ltd – Established in 1975. Sigma 3 is a leading manufacturer and retailer of quality kitchens & bedrooms. Sigma 3 has 6 of its own Retail Showrooms across South Wales and England. In addition, they have a B2B brand named Masterclass Kitchens which serves over 140+ independent kitchen retailers across the UK. Sigma 3 Kitchens are an award-winning kitchen company which prides itself in delivering customers a quality product with an excellent service.

Job Purpose

Working closely with our marketing and creative team, you will be involved in supporting the marketing team across both B2B and B2C channels.

You'll be happy to support the Marketing & Sales team's initiatives to help drive kitchen sales, brand awareness and tactical campaigns, and also won't be afraid to get your hands dirty managing administrative tasks that keep the department organised.

To make your mark, you will be a passionate individual preferably who thrives on getting things done. Results and solutions orientated, you will have a strong eye for detail.

Role Objectives

- Working closely with the marketing team to support all marketing initiatives

Responsibilities:

- Hands on support for all marketing activities
- Data and Lead Management
- Arranging the daily distribution of marketing materials
- Run weekly reports to support the marketing and sales team
- Update the website and company intranet sites
- Research prospecting opportunities for the sales teams
- Assist with any marketing queries from customers via the website or social media
- Write weekly news pieces for the B2B side of the business
- Conduct market research for upcoming marketing initiatives

Essential Skills:

- Excellent verbal and written communication
- Flair for building strong working relationships
- Acting as a brand guardian when working with both internal and external partners
- Strong analytical skills

- Strong organisational skills with the ability to work on own initiative and to meet timescales
- Effective communication with management and staff across the business at all levels

Desirable skills

- Previous experience in a marketing department or have completed a marketing related qualification
- Knowledge of Photoshop

Rewards

- ✓ The rare opportunity to work for the largest manufacturer of kitchens in Wales with an enviable reputation for quality and service built over 45 years of trading. We have exciting plans to take this well-established business to new levels.
- ✓ This is NOT just a job – it's a career development opportunity within an established team and to be a part of Company growth plans.
- ✓ Annual salary – Between £18k and £20k dependent on relevant knowledge, experience and skills
- ✓ The opportunity to gain strong experience with a market leading name in South Wales.
- ✓ 20 days holiday
- ✓ Pension
- ✓ PHI (this is an incapacity benefit)
- ✓ Life insurance
- ✓ A discretionary performance related bonus based on business objectives and Company profitability.

Closing Date

Apply in writing with a CV to Geoff Moore, HR Manager or e-mail your application to g-moore@sigma3.co.uk

For further information about this opportunity please contact Cassie Evans on 01443 449 406 or Tom Adams on 01443 449 445.