

CAREERS AT CERTSURE

Job Title:	Marketing Executive
Location:	Hybrid (1-2 days in the office in Warwick House)
Salary:	circa £33,000 plus excellent benefits
Hours:	Full time
Contract:	Permanent

Who we are looking for...

- ❖ Have you successfully written, delivered, and tested high-quality email campaigns and created content for website and social media channels?
- ❖ Have you previously worked in a B2B environment?
- ❖ Are you known for your creativity, with a track record of generating innovative ideas and solutions?
- ❖ Can you manage multiple projects simultaneously while maintaining quality and meeting deadlines?
- ❖ Are you a strong and confident communicator, capable of effectively conveying ideas and information?
- ❖ Do you have excellent IT skills, including proficiency in Microsoft Office, email software (preferably Dotdigital), and Survey Monkey?

About the role...

We have an exciting opportunity for a Marketing Executive to join our organisation. As part of the marketing and communications team, you'll support the implementation and execution of the marketing strategy for Certsure, namely for the NICEIC brand. Working with the Marketing Manager, and the wider marketing and communications team, you will support the delivery of campaigns, content creation and distribution to increase lead generation and revenue growth.

What you'll be doing...

- ❖ Work closely with the Marketing and Communications team and with colleagues across the business to drive the planning and execution of various campaigns to meet our marketing and communications, and business goals.
- ❖ Write, build, deliver and monitor the effectiveness of email campaigns.
- ❖ Manage the delivery of creative and media planning of BAU and campaign activity.
- ❖ Act as a brand ambassador and champion for the Certsure and NICEIC brands. Support colleagues across the business with the delivery of campaigns, and content that builds our brands in the marketplace.
- ❖ Managing our operational and marketing documents by working with stakeholders across the business.

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- ❖ Help deliver and monitor the effectiveness of the company's marketing efforts through monthly reporting.
- ❖ Be the main point of contact to general internal and external marketing email enquiries.
- ❖ Support with budget management and invoice processing.
- ❖ Provide cover for other members of the team in their absence if required.
- ❖ Provide department administrative support to Manager, Head of and Director.
- ❖ Conduct research and present findings.
- ❖ Manage relationships with relevant suppliers.
- ❖ May be asked to work away from home to support external events, as agreed. As such, overnight stays and travel within the UK may be required at planned times of the year.
- ❖ Comply with the requirements of the Certsure Health & Safety policy while on or offsite.
- ❖ Other ad-hoc marketing tasks as appropriate within their competence, as and when needed.

About the company...

Certsure offers industry-leading certification services, Building Regulations schemes, products, and support to the construction industry.

We are dedicated to providing professional services and certification to a wide range of customers across the building services sector. Our products and services are delivered through the marketing-leading brand NICEIC.

Quality is the foundation of everything we do and as a result, many of our products are Government-recognised and United Kingdom Accreditation Service (UKAS) approved. From the technically excellent assessors to service advisors who really "get" our customers – we are always on the lookout for talented people to join our team.

We aspire to have a diverse and inclusive workplace, and as an equal opportunities employer, Certsure is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

If you'd like to find out more about the benefits we provide for our direct employees, just click on this link <https://niceic.com/about-us/careers/>

Find out more about us

Websites: www.certsure.com or www.niceic.com

Twitter: @officialNICEIC

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>

How to apply



Proudly supporting



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If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.