



## MARKETING COORDINATOR

### THE COMPANY

Making Moves are a property consultancy based in Shoreditch. We advise creative, fashion and technology companies on their office moves across central London. Our award-winning approach to the process has led to us securing London Business of the year at the SME National Business awards, Silver Award for Employee of the Year at SME Business Awards and SME of the Year at the Business Champion Awards.

Making Moves London is made up of various departments Agency, Flexible, Exit and Technical.

We're not an ordinary property company, so we only hire extraordinary people. We're on the lookout for a motivated, forward-thinking individual who is eager to learn and challenge themselves.

### JOB OVERVIEW

The Making Moves team are seeking a self-motivated Marketing Coordinator to join the company. You will be supporting the marketing team through the day to day implementation of content strategies, creating written, image and video assets and researching market trends.

### THE ROLE AND RESPONSIBILITIES

- Collaborate with the marketing team to develop and execute marketing campaigns and initiatives.
- Assist in the implementation of content marketing strategies.
- Create static assets such as presentations, infographics, collateral and invites.
- Create and edit video assets, such as explainer and employer brand videos.
- Draft website articles and case studies.
- Repurpose content for different channels and platforms.
- Upload content to the website, such as blogs and case studies.
- Assist in managing events, including tracking attendees, sending invites, booking venues, arranging entertainment, and organising printing/branding.
- Research market trends and conduct regular competitor analysis.
- Implement weekly mailers' day-to-day activities.
- Build landing pages via our company CRM.
- Ensure brand consistency across all marketing assets and materials.
- Undertake monthly competitor analysis.
- Collect and analyse data on the performance of marketing asset and provide insights and recommendations for improvement.



## WHAT WE'RE LOOKING FOR

- Marketing degree / 1 year experience in a similar role.
- Excellent organisational skills.
- Creative individual.
- Self-motivated, positive attitude and clear communication skills.
- Ability to prioritise conflicting tasks.
- Excellent written and verbal communication skills.
- Effective time management and ability to manage own workload.
- A reliable individual who will take responsibility for their role and tasks within the company.
- A desire to do well and achieve in everything you do.
- Excellent attention to detail.
- Confidence to communicate with variety of stakeholders in the business.

## SALARY AND BENEFITS

- £26,000 - £30,000 based on experience.
- 25 days annual leave and an additional day's holiday for your birthday pro rata.
- Team annual trip (Performance Based - Berlin 2018, New York 2019, Amsterdam 2022).
- We have a strategy focused on investing in our employees training and development.
- Subscription to Company perks scheme.
- Pension: matched pension contributions.
- Private Health Insurance (kicks in after probation pass)
- Inclusive and supportive team culture.
- Monthly and Quarterly Team Activities.
- Best office in Shoreditch.
- Free nutritional snacks.

## DIVERSITY & INCLUSION

Making Moves wants to advocate and implement systemic change within the property industry, and ultimately be the leaders of innovation. We are building a workforce that is truly representative of all sections of society. Read our full policy on our website.