

Digital Marketing Assistant

Control Risks is a specialist risk consultancy that helps to create secure, compliant and resilient organisations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success.

We provide our clients with the insight to focus resources and ensure they are prepared to resolve the issues and crises that occur in any ambitious global organisation.

We go beyond problem-solving and give our clients the insight and intelligence they need to realise opportunities and grow. From the boardroom to the remotest location, we have developed an unparalleled ability to bring order to chaos and reassurance to anxiety.

Our people	Working with our clients our people are given direct responsibility, career development and the opportunity to work collaboratively on fascinating projects in a rewarding and inclusive global environment.
Location	London
Engagement	Full-time 6 Month Fixed Term Contract
Department	Marketing
Manager	Digital Web Manager
Job purpose	We have a vibrant and truly diverse team which is motivated by a strong brand, fascinating content, intriguing experts and a friendly and open culture. The Digital Marketing Assistant will report to the Digital Manager and will work closely with the Digital Executive. The role has a strong focus on supporting updates to the global website, alongside supporting other digital marketing activities. Training will be given where required.
Tasks and responsibilities	<p>Website support</p> <ul style="list-style-type: none">▶ Create, edit, and update high quality website pages adhering to accessibility, brand standards and website governance policies. This involves using the Sitecore Content Management System.▶ Help ensure the website design is consistent and the content is presented in a compelling way.▶ Assist with updates to data capture forms.▶ Assist with ongoing SEO work. <p>Email and marketing automation support</p> <ul style="list-style-type: none">▶ Help the team with miscellaneous work on the CRM (Microsoft Dynamics) and ClickDimensions e-marketing platform.

Knowledge and experience

Essential

- ▶ Experience in Digital Marketing.
- ▶ CMS expertise and experience in Sitecore or similar.
- ▶ Ability to work on multiple projects at the same time in a fast-paced environment.

Preferred

- ▶ An interest in website design, UX and SEO.
- ▶ A basic understanding of HTML & CSS is advantageous.

Qualifications and specialist skills

- ▶ University degree or higher education qualification (business, marketing/digital or a related subject is desirable) or similar experience.

Competencies

- ▶ Strong communication skills.
- ▶ Excellent organisation skills and attention to detail.
- ▶ Has an enquiring nature and a proactive attitude.
- ▶ Strong team player with an appetite to expand learning and skills.
- ▶ Shows drive and determination to achieve high standards.

Behaviours

All employees are expected to display behaviours reflective of our company values: Integrity and Ethics, Collaboration and Teamwork, Commitment to People and Professionalism and Excellence.

How to apply

If your qualifications, experience and aspirations match our requirements, email a covering letter and CV, stating your current salary to:
marketing.recruitment@controlrisks.com
