

Flint Hire & Supply

Job Description: Creative Content Co-ordinator

Reporting Relationships:

The Creative Content Co-ordinator will be directly responsible to the Marketing Manager, Hannah Heap and will ultimately be responsible to Ben Lyle, Managing Director.

Overall Purpose:

To support the Marketing Manager in the production and communication of product ranges and special offers in both digital and print formats, online and off.

Key Duties:

- To ensure that all product ranges are kept up-to-date in all published forms; Catalogue, Online PDFs and Online Shop, using information taken from the following sources:
 - Discontinued Log
 - Data Change Log
 - Suspended Log
 - New Product Log
 - Issue Change Checklists to suppliers when necessary
 - Price Rise Log / Forms
 - Samples Approval Log / Forms
- Thoroughly proof-read and fact-check:
 - Be available to proof-read and fact-check marketing material. Text comes from experts, editors and other members of the marketing team.
- Obtain product images: Either through contacting suppliers or generating images in-house.
- Create promotional materials such as leaflets, posters and banners for print and digital formats as required.
- Aid the marketing manager in the assembly of InDesign Documents into a print-ready form for the release of the Flints Reference Catalogue.
- Aid the marketing manager in the sales and product research and analysis of new and existing ranges; eg. grid out product sales to catalogue space.
- Be reactive to and proactive when there are processes that will improve any procedures as required
- Assist at Trade shows and events as required.
- Videos – help in the creation of – depending on skillset, responsible for editing and publishing videos, including subtitles.
- Social Media – responsible for creating posts in line with broader campaigns and aim to create 2 posts a week to improve audience engagement. Also, to check all social media feeds everyday and respond to customer posts and queries.

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Other Duties

- To inform senior management of any health & safety problems
- To suggest any improvements or ideas that would be of benefit to the company
- To act in the best interest of the company at all times

Location & Hours

The position will be based at the company's Deptford warehouse, although some attendance at other locations may be required. The hours of work will be approximately 37.5 hours per week usually 9.00am to 5.30pm but some flexibility is required particularly during the run-up to the catalogue release.

Salary & Benefits

A salary will be offered of £25,000 - £27,000 p.a. dependant on experience and skill set. In addition, there is a company bonus scheme based on sales and profit targets. The company will pay four weeks holiday per calendar year, on a pro-rata basis in the first year. An extra day's holiday is allowed per year thereafter up to a maximum of five additional days. The company will pay statutory sick pay in the first twelve months of employment and then a maximum of ten days full sick pay in any twelve-month period. The company has an auto-enrolment Pension Scheme.

Applications

To apply please send a CV and covering letter by 28th February 2019 to Hannah Heap, the Marketing Manager.

You may submit this by email: hannah.heap@flints.co.uk

or by post:

FAO: Hannah Heap, Marketing Manager

Flints Theatrical Chandler

Unit 9 Deptford Trading Estate

Blackhorse Road

London SE8 5HY

Interviews are to be held w/c 4th March. If you are unlikely to be able to attend an interview that week but would still like to apply, please include that in your application.

Previous applicants need not reapply