



The Company: Rediweld Rubber & Plastics Ltd (RRP)

Position: Marketing Coordinator

Company Outline:

The Company, based in Alton has two main activities, one being manufacturing and sales of Traffic Products. This is mostly to local authorities and their contractors with some export activity. The other activity is offering Technical Moulding services in plastics and rubber. RRP has a turnover of £4.5m and is owned by Rediweld Holdings.

The Role:

- Regular updating of the companies websites with news and information using Umbraco & Maxemail (training can be given)
- Develop digital marketing to support the sales activities of the company
- Raise regular/monthly email shots to targeted groups)
- Create Artwork using the Adobe Suite, including InDesign for marketing literature and brochures
- Regular posting to Social Media platforms such as Twitter, Facebook & Instagram
- Develop contact database (ACT version 17) for customers and prospects (councils, consultants, contractors & private sector clients)
- Handle incoming enquiries
- Generate and follow up quotations
- Research potential new customers/markets
- Cover for colleagues activities when they are away from the office
- Cover for colleagues raising Purchase Orders using Priority (training can be given)

The Person:

- Driven individual who can bring new creative ideas into the company and can demonstrate a commitment to digital marketing & Sales.
- Good knowledge of Social Media and platforms
- Experience in using Adobe Suite
- Use to working in a Sales office
- Good phone and general communication skills essential
- Excellent IT/internet skills needed although previous database experience not essential
- Experience of developing websites preferable
- Able to work closely within a small team
- Commitment to recycled products & developing a sustainable business
- We look for attitude and enthusiasm when recruiting
- Able to prioritise work load

This position is permanent and full time.