

## **HILLINGDON CHAMBER OF COMMERCE**

**Position: Marketing Executive**

**Remuneration: £25,000-30,000 pa (Full time salary paid on pro rata basis)**

**Hours: 20 per week**

**Location: Hayes (Flexible working) + various locations within the Hillingdon Borough**

**Responsible to: Chamber Manager and the Committee**

Are you interested in a unique opportunity to join a dynamic service focussed organisation and support the local business community? Hillingdon Chamber of Commerce is looking for a Marketing Executive to join its growing team.

The role is to improve the visibility of the Chamber through promotion of its services and events via digital and direct marketing campaigns.

### **Key Objectives:**

- Overseeing and developing digital and offline marketing campaigns for membership, events and awareness creation in line with the Chamber's marketing plan.
- Conducting research and analysing data to reach target audiences.
- Creating content and proofreading creative copy for social media posts, email campaigns and other marketing strategies.
- Managing campaigns on social media and monitoring performance.
- Plan and manage the email campaigns and weekly newsletters.
- Website management and conversion with data analytics.
- Working with membership and events team to develop videos and blog content.
- Maintaining CRM system and improve member acquisition.
- Keep accurate records in line with GDPR regulations and Chamber policies.
- Maintaining activity KPIs for digital marketing strategies

### **Skills, Abilities and Professional Experience**

- CIM Level 4 or equivalent qualification or experience
- Proficient in MS Office and relevant operating systems and software programs.
- Experience of using a CRM system.
- Experience of WordPress CMS.
- Experience of designing and delivering marketing campaigns
- Experience of social media platforms.

For the full job description [click here](#)

If the role excites you, please apply with a cover letter and your CV, highlighting why you are the best person for the role to: [info@hillingdonchamber.co.uk](mailto:info@hillingdonchamber.co.uk)