

**Job Title:** Marketing Assistant  
**Reports to:** Marketing & Events Manager  
**Job Purpose:** We require a Marketing Assistant in our London office supporting the global team.

**Eckersley O'Callaghan** is one of the most innovative engineering design firms in the world, with a global reputation cultivated through a commitment to research and creative thinking. We enjoy working with a range of materials, forms and building types across diverse sectors and project scales to deliver imaginative solutions. Our multiple award-winning collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and Bulgari, have placed us at the forefront of design in structures and facades. Our commitment to sustainability, digital design, and continuous research and development remains at the core of our approach.

We offer a stimulating work environment with enthusiastic, intelligent, hard-working colleagues, and support personal development through training and project opportunities. Our principal office is in London, with other offices in Manchester, Paris, Milan, New York, Los Angeles, San Francisco, Delhi, Hong Kong, Shanghai and Sydney.

Eckersley O'Callaghan is looking for a new addition for its small and friendly marketing team. The role is based in our London office with some hybrid working. The Bid Coordinator has a key role in supporting the operation and strategic objectives of our dynamic business. You will work as part of a small team led by our Marketing & Events Manager supporting our Engineers based across the globe. The successful applicant should have a keen eye, excellent writing skills and experience within the world of architecture and construction.

### KEY RESPONSIBILITIES

#### Communications and Marketing

- Support the Marketing Manager in the creation of marketing content, both written and visual
- Maintain and create content for the company website
- Support the Marketing team in the organisation of EOC's events
- Manage staff attendance to events, awards ceremonies and help manage our company memberships
- Support the Marketing Manager with the co-ordination of company award entries and speaker opportunities
- Maintain company newsletter contacts and support in creating content for external communications such as the company newsletter
- Assist in the creation of the internal company newsletter

#### Graphic Design

- Support the Graphic Designer with bringing documents and resources into EOC style
- Support the Graphic Designer as directed with graphical projects (such as creating diagrams, updating brochures, wall boards, retouching photos, social media images, taking new staff pictures etc)
- Work with the team to keep imagery updated across submission material, website, brochures, and image library
- Create presentations for engineers as required
- Maintain and develop EOC's slide library; creating new slides, updating existing projects as they progress and maintaining the EOC PowerPoint templates
- Support in managing external contractors for graphical projects

#### Bid Co-ordination and business development

- Maintain and update our internal systems including intranet
- Manage a programme of creating and updating project profile pages
- Write, design and update staff CV's, project profiles and general content creation as needed
- Support the team in updating the intranet bid library
- Support the team in creating submissions, capability statements and responding to PQQ's
- Support the practice in maintaining and developing our company CRM, HubSpot
- Support with the customer feedback survey process

**JOB KNOWLEDGE, SKILLS & EXPERIENCE**

- Degree level educated a marketing degree would be advantageous but not essential
- 1-2 years' experience in a similar role working in a professional environment helping to support and maintain a brand
- A creative eye and ideally some experience of graphic design
- Experience of using tools such as HubSpot, MailChimp and CMS systems
- Proficient user of InDesign, with some experience of using photoshop and illustrator
- Ability to produce and edit written copy

**PERSONAL QUALITIES**

- be self-motivated and take initiative
- be an excellent communicator
- be organised, methodical, with a keen eye for detail
- work collaboratively in a team and with a wide range of people
- deliver effective and timely work within agreed timeframes
- be well presented with a professional manner
- have a good business awareness

**WE OFFER**

- A stimulating work environment with a smart, diverse and motivated set of colleagues
- A competitive benefits package
- Volunteer and outreach opportunities
- Flexible working around core hours
- Opportunities for continuing professional development including mentoring to charterhip
- An internal training programme for employees at all levels
- Opportunities for career growth
- Opportunities to take part in internal R&D activities
- Collaboration opportunities with our international offices
- World-class projects with leading architects and collaborators