

Job Title: Office Manager & Marketing Assistant
Reports to: Director | Marketing & Events Manager
Job Purpose: We are looking for a new addition to our small and friendly team to provide administration and marketing support. The role is based in our Delhi office.

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.

Eckersley O'Callaghan is looking for a new addition for its small and friendly marketing team. The role is based in our Noida office. The Marketing / Office Manager 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 and Events manager, supporting our Engineers based across the globe. This is a great opportunity for someone with entry level marketing experience.

KEY RESPONSIBILITIES

Admin & Communications

- Lead the office administration work in every aspect
- Coordinate and assist in local hiring
- Maintain local business contacts in the company CRM system
- Convert technical briefs into sound marketing content

Marketing

- Report to Marketing Manager to deliver local marketing requirements
- Create presentations for engineers as required
- Assist global marketing team in maintaining EOC's slide library; creating new slides, updating existing projects as they progress
- Support the global marketing team with bringing documents and resources into EOC style
- Support the global marketing team 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 global marketing team to keep imagery updated

Bid Co-ordination and Business Development

- Assist global marketing team in creating and updating project profile pages
- Assist global marketing team in writing, designing and updating staff CV's, project profiles and general content creation as needed
- Support the global marketing team in updating the intranet bid library
- Support the global marketing team in creating submissions, capability statements and responding to PQQ's
- Follow up with clients to get proposals signed
- Increase company visibility and outreach amongst potential local clients
- Create bid proposals

JOB KNOWLEDGE, SKILLS & EXPERIENCE

- Degree level educated a marketing degree would be advantageous but not essential
- 2-3 years' experience in a similar role working in a professional environment helping to support and maintain a brand
- Proficient user of InDesign, with some experience of using photoshop and illustrator

- Proficient user of MS Office
- A creative eye and experience of graphic design
- Experience of using tools such as hubspot, mailchimp and CMS systems
- Ability to produce and edit written copy

PERSONAL QUALITIES

- be self-motivated and take initiative
- be an excellent communicator
- able to build effective relationships with colleagues remotely
- 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
- Opportunities for continuing professional development
- Opportunities for career growth
- Collaboration opportunities with EOC offices around the world
- World-class projects with leading architects and collaborators