



June 2024

JOB ADVERTISEMENT

# Marketing and Events Assistant

**TERM:**  
Permanent

**JOB TITLE:**  
Marketing and  
Events Assistant

**WORKING HOURS:**  
Full Time

**TEAM:**  
Operations

**LOCATION:**  
Preston

**Harrison-Drury is a market leading firm of solicitors with offices across the North West servicing both business and individuals. We have been successful for a fourth time placing in the Top 100 Best Mid-Size Companies to work for in the UK.**

We are an employer of choice because we have a culture that challenges the conventional law firm approach and focusses our energy on getting great results for our clients, while attracting and developing brilliant people.

We are offering an exciting opportunity for someone to make a genuine contribution to our fast-growing firm. This busy role would be ideal for those looking to start a career in marketing or events. The successful candidate will be hands-on, dynamic and creative with a “can do” attitude.

They will have a passion for marketing, events and business development and exhibit excellent communication and organisational skills. They will play a big role in coordinating and organising events on behalf of Harrison Drury, and facilitate attendance at external events by colleagues and guests.



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we make it possible

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### Marketing and Events Assistant

#### Typical duties will be:

Supporting the Marketing Manager and wider team with the provision of day-to-day operational marketing work, including:

- Maintain referral register database and provide accurate recording of all internal and external referrals.
- Support and assist with the coordination of events including communications, invitations, maintaining delegate lists, coordinating attendance at external events for staff and other administrative duties as required.
- Maintain internal events calendar ensuring all event details are captured.
- Assist with all on-site event support including event set up and takedown, meeting and greeting, production of name badges and coordinating event materials.
- Assist in creating and scheduling social media content.
- Maintain email marketing database and assist on the production and distribution of email marketing campaigns.
- Amending and updating website.
- Coordinate photography for new starters, news stories and more.
- Update brochures and other marketing collateral accordingly, ensuring that the information is up to date and accurate.
- Support with the coordination of PR and blogs, working with external consultants where required.
- All other administrative duties including ordering marketing materials, business cards, diary management for internal and external meetings and more.

#### Skills and experience:

- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Forms).
- Experience in using social media scheduling software and email marketing campaign software.
- A valid driving licence and access to a car, insured for business use.
- Excellent IT skills.
- Ability to work as part of a team.

#### Desirable:

- A business marketing or events related degree or equivalent experience/qualification.
- Experience working in the legal services or professional sector.

**Closing Date: Friday 28 June 2024.**

#### To apply:

Please apply in writing with your covering letter and CV to [recruitment@harrison-drury.com](mailto:recruitment@harrison-drury.com)