

paolo.interiors

stone · tiles · wood · terrazzo

JOB DESCRIPTION **Marketing & Admin Executive**

Do you want to join an ambitious and growing business in a creative industry?
Do you want to make the difference in running a business successfully?
If your answers are “yes”, we want to hear from you! We are looking for an extraordinary hybrid admin / marketing coordinator.

They will take on back-office responsibilities and execute marketing efforts. The ideal candidate will be competent in prioritising and working with little supervision. They will be driven, self-motivated, pro-active and trustworthy. They will ensure smooth running of the business and delivering of orders, and will contribute in driving sustainable growth.

Responsibilities

- Assist planning and execute marketing efforts, including client communications (Mailchimp)
- Manage social media channels and lead social media strategy
- Manage website (SquareSpace)
- Create case studies, brochures, blog posts and testimonials
- Organise small events (e.g. CPDs)
- Manage phone calls and correspondence, and distribute as fits
- Assist the sales function by distributing and help managing enquiries
- Order, prepare and send out samples
- Manage international shipping and deliveries
- Oversee import procedures
- Support budgeting and book-keeping
- Manage suppliers
- Prepare reports and presentations
- Prepare proformas, invoices & delivery notes
- Support the director with business development activities as fits

Requirements

- 2-5 years of administrative or marketing or sales support experience, ideally within a small B2B business
- Experience and understanding of marketing
- Passion for interior design
- Very high attention to detail

- Flexibility
- Excellent communication and organisational skills
- Proactivity
- Proficient computer skills: Office & Photoshop. Mailchimp, HubSpot & SquareSpace a plus.
- Hands-on approach
- Eager to take on more responsibilities as the role develops
- Business acumen
- Must be eligible to work in the UK

What we offer

- £25-30K + Bonus (up to 10% of salary, dependant on personal and company's performance)
- A friendly working environment
- Medical insurance
- Exposure to a highly creative industry
- Opportunity to get involved and learn about many areas of the business
- Hybrid working (1 or 2 days p/w from the office, the rest can be remote)
- Opportunity to grow with the role

About us

paolo.interiors are a boutique supplier of interior design finishes and surfaces, including marble, tiles, terrazzo and timber flooring. We are driven by the passion of what is aesthetically pleasing and at the same time practical in everyday life. We pride ourselves on helping interior designers and architects make their clients' dream homes come true, by translating their creative concepts into functional spaces, leveraging years of experience and technical know-how of materials.

Apply by email to paolo@paolointeriors.co.uk