



13-16 Britton Street

London EC1M 5SX

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contact@chetwoods.com

www.chetwoods.com

Title: Marketing Coordinator

Salary: Competitive

Level: Entry-level

Location: London

Reports to: Marketing Manager

Job Type: Full-Time (Hybrid Working, 3 days in the London office Tuesday-Thursday)

Job Summary:

We are seeking a dynamic and detail-oriented Marketing Coordinator to support our marketing team across a wide range of activities. This role will involve assisting in the planning, execution, and monitoring of marketing campaigns, administrating our CRM and CMS systems, and contributing to the overall success of the marketing mix, including digital marketing, content creation, events, social media, bids, presentations and more.

If you are well organised, eager to learn, and have a passion for marketing we would like to hear from you.

As an architecture practice, a passion for design, sustainability and innovation is also beneficial.

Key Responsibilities:

- **Campaign Support:** Assist in the creation and execution of marketing campaigns across various channels (email, social media, web, print).
- **Content Creation:** Help develop engaging content for websites, blogs, newsletters, and social media platforms. Collaborate with designers to ensure branding consistency and execution.
- **Social Media Management:** Support the scheduling, posting, and monitoring of social media content. Track performance metrics and suggest improvements.
- **Market Research:** Conduct research on industry trends, competitors, and customer preferences to assist in marketing strategy development.
- **Event Coordination:** Assist in organising running and promoting events.
- **Email Marketing:** Help create and manage email campaigns, including drafting content, managing contact lists, and tracking campaign success.
- **Administrative Support:** Maintain marketing databases, organise files, and manage promotional material inventory.
- **Analytics & Reporting:** Assist in compiling and analysing data from various marketing channels, providing insights to improve future strategies.

Chetwoods (London) Ltd

Registered Office: Ground Floor, Unit B,
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- **Bids and Business Development:** Support the co-ordination of Bid submissions and assets. Administrate our tender portals for company information updates and opportunities.

Qualifications:

- **Education:** Bachelor's degree in Marketing, or a related field (or equivalent work experience).
- **Experience:** Prior experience in marketing, internships, or relevant roles is a plus.
- **Skills:**
 - Strong organisational skills and attention to detail.
 - Excellent written and verbal communication skills.
 - Familiarity with digital marketing tools; Google Analytics, social media platforms and social reporting platforms/schedulers, email marketing/CRM systems (Hubspot), and CMS websites.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
 - Knowledge of Adobe suite (specifically Photoshop and Indesign is desirable)
 - Understanding of marketing principles and strategies.
 - Ability to work both independently and in a team environment.
 - Creative thinking and problem-solving abilities.

About Chetwoods:

Chetwoods is an award winning, international architecture practice. With offices in London, Birmingham and China.

Our architectural expertise and services cover a wide range of sectors all tied together by the desire and commitment to create exemplary buildings that have been designed with the user at the heart.

To apply please send your CV and one page covering letter to:

Elizabeth Jenner,

Marketing Manager,

Elizabeth.jenner@chetwoods.com

Chetwoods (Birmingham) Ltd

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