



Company Details Confidential



#JOB-2410385



Unit 3, Old Belgard Road, Dublin 24, D24

R6HX



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



03/09/2025



01/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [vesna@whscottlifting.com](mailto:vesna@whscottlifting.com)



Open your camera app & point here to view this ad online



## Marketing Admin

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

WH Scott Group is a dynamic and forward-thinking organization, renowned for its commitment to excellence, innovation, and delivering outstanding service to clients across multiple industries. We are seeking a highly organized, proactive Marketing Administrator to join our growing marketing team and play a key role in driving operational efficiency and supporting strategic initiatives.

#### Key Responsibilities

Assist in the development, implementation, and tracking of marketing campaigns across multiple channels (digital, print, social media).

Maintain and update the marketing calendar, ensuring all deadlines are met and campaigns are executed flawlessly.

Manage content preparation, including proofreading, formatting, and uploading to company websites, social media, and email platforms.

Coordinate with internal teams and external vendors to produce marketing materials, ensuring brand consistency and high-quality output.

Monitor marketing budgets, track spend, and assist in preparing regular performance reports for management.

Support the Marketing Manager with research, data analysis, and competitor benchmarking.

Ensure accurate maintenance of databases, mailing lists, and customer relationship management (CRM) systems.

Assist in organizing events, webinars, and promotional activities as required.

#### Requirements

Proven experience in a marketing or administrative role, preferably in a fast-paced corporate environment.

Excellent organizational skills with the ability to manage multiple projects simultaneously.

Strong written and verbal communication skills; high attention to detail.

Proficiency in Microsoft Office Suite, particularly Excel and PowerPoint.

Experience with digital marketing tools (e.g., Mailchimp, Hootsuite, Canva) and social media platforms.

Knowledge of CRM systems is an advantage (e.g., Salesforce, HubSpot).

Ability to work independently as well as part of a team.

Strong problem-solving skills and a proactive attitude.

Marketing qualification (e.g., CIM, Diploma, or equivalent) is highly desirable.

Why Join WH Scott Group?

Be part of a high-performing, collaborative team.

Opportunity to develop your skills and take on increasing responsibility.

Exposure to multi-channel marketing campaigns across diverse industries.

Work in a supportive and innovative environment that values creativity and efficiency.

- **Sector:** manufacturing

### **Career Level**

- Experienced [Non-Managerial]