

Job description: DIGITAL MEDIA EXECUTIVE

An opportunity to kickstart your digital content creation career in an award-winning digital agency with fantastic clients, creative projects and a reputation as a great place to work.

Location: Remote (or office based if local and preferred)

Salary: £25,000

How to apply: Send cover letter and CV via LinkedIn. Please note, we will not accept applications without cover letters. No agencies.

Job role:

We're looking for a multi-skilled digital media executive to work across all areas of Mole's business. No two days will be the same and you'll have the opportunity to gain experience across social media, design, websites, video, e-learning projects and more. Whether you're scheduling social campaigns, pulling data for reports, updating websites, supporting the graphic design team or being involved in our video production projects, you'll be an integral part of our clever and creative team.

Key responsibilities:

Digital marketing:

- Supporting our marketing team on digital marketing campaigns
- Preparing and scheduling social media contents
- Copywriting, asset creation, reporting and research

Websites and emails:

- Updating website contents using WordPress and our in-house CMS
- Google Analytics reporting, website tests and checks

Graphic design and content creation:

- Supporting our creative design and content teams with images, videos, contents for social media, webinars, documents, presentations, e-learning modules and more

Webinars and live streams

- Supporting the events team on webinars, helping to manage behind-the-scenes elements (note that this involves roughly 1-2 evenings of work per month)

About you:

You will have either a relevant degree in a digital communications subject or work experience in a related role. You'll have a flair for digital communications, with a quick understanding of the message and how to make it stand out. You'll need a strong eye for detail and the ability to check your own work to ensure you are delivering at the very highest standard. Most importantly, you should have a genuine excitement to learn more about the digital communications industry, be eager to learn, and ready to get stuck into all elements of agency life.

Essential skills:

- Practical experience in at least one of our key areas (social, websites, digital marketing, content creation, design or video)
- Familiarity with Adobe suite tools, in particular Adobe Photoshop
- Excellent interpersonal and communication skills

Desirable skills:

- Familiarity with Adobe Premiere and/or InDesign
- Experience updating websites in WordPress
- Experience running social media campaigns
- Hands-on video production experience
- Ability to interpret Google Analytics data
- Ability to design, create and edit PowerPoint presentations

In return we offer:

- A fantastic, creative, award-winning team
- A growing portfolio of happy and enthusiastic clients
- A supportive environment, an open management style, and encouragement for each team member to reach their full potential
- Regular internal training programmes to grow your skills and confidence
- Current rolling trial of a 4.5-day week which gives everyone a 2pm finish on nearly every Friday to enjoy a (paid) early weekend
- Pension scheme, private healthcare option, generous holidays and small extras such as Perkbox membership

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