

About the job

We're seeking an exceptionally organised, cool-headed coordinator who thrives on managing complex projects and keeping everything (and everyone) moving in the right direction. As the central force within a growing marketing function, you'll be responsible for aligning stakeholders, managing timelines and ensuring flawless execution.

From orchestrating campaign initiatives to supporting cross-functional collaboration with other teams, you'll be the engine behind our delivery. This role is perfect for someone who can navigate shifting priorities, instil structure, and bring clarity to moving parts. Turning momentum into results with quiet precision.

You'll also have the rare and exciting opportunity to help establish and manage a brand-new marketing project system, shaping how we work and scale as the team evolves.

- Job title: Marketing & Events Executive
- Contract type: Permanent
- Hours: 40 hours per week (This is an on-site role, working Monday to Friday from 8:00 am to 5:00 pm.
- Location: Poole
- Holiday: 30 days paid (inc. bank holidays)

What you will be doing

- **Event & Trade Show Management**
 - Plan and execute trade shows, customer events, and webinars, maximising event impact and analysing feedback.
 - Coordinate pre-/post-event communications, lead follow-up, and ROI tracking.
 - Manage stock and logistics for event collateral and promotional materials.
 - Collaborate in the setup and delivery of events, including travel and onsite support, to ensure smooth execution.
 - Monitor event performance and produce post-event reports with insights and recommendations.
- **Workflow and Resource Management**
 - Manage and coordinate marketing campaign plans, coordinating digital and creative tasks.
 - Lead daily check-in meetings to track progress, prioritise tasks and balance workload.
 - Manage multiple projects simultaneously, overseeing them end-to-end to ensure timely, high-quality delivery.
- **Creative Project Management**
 - Brief and coordinate with internal and external designers to deliver high-quality, on-brand assets.
 - Own and create comprehensive project trackers, mapping out design tasks, delivery dates, formats and specifications.
 - Ensure that all specifications are accounted for, including digital and print requirements.
 - Contribute to the creation of marketing content, demonstrating strong writing skills and a clear understanding of tone of voice, messaging, and target audience.
 - Work closely with the marketing team and external freelancers to ensure campaigns are strategically aligned, delivered on time, and meet key objectives across all channels.

- **Stakeholder Liaison and Communication**
 - Act as the primary point of contact between internal and external stakeholders, facilitating clear communication and project clarification.
 - Proactively identify and resolve blockers by engaging stakeholders and team members.
 - Support the management of budgets and assist with invoice processing to ensure accurate tracking.
- **Brand Guardianship**
 - Perform final quality checks to ensure all marketing outputs align with brand guidelines and customer journey standards.
 - Serve as a gatekeeper for brand identity and creative excellence.
 - Conduct research to understand customer needs, market trends and competitor activity to inform campaign strategies.
 - Create branded assets for each part of the customer journey, aligning each division's specific needs.

Key Requirements:

- Minimum of 1–2 years' experience in coordinating events and/or exhibitions, ideally within a B2B environment.
- At least 1 year of experience working within a fast-paced marketing team.
- Strong understanding of marketing campaign planning and execution, including multi-channel strategies across digital, email, and LinkedIn. Experience working with marketing agencies is advantageous.
- Excellent prioritisation and organisational skills, with a proven ability to manage multiple projects and stakeholders simultaneously.
- Self-motivated with a proactive, problem-solving mindset and the ability to work independently.
- Proficient in Microsoft Excel for data analysis and reporting; familiarity with project management tools is a strong advantage.
- Experience in coordinating schedules, bookings and budgets is highly desirable.

What's in it for you

- | | |
|---------------------------------------|---------------------------------------|
| • Modern open plan office | • Cycle to Work scheme |
| • Monthly profit share bonus scheme | • Complementary Birthday vouchers |
| • Holiday buy-back scheme | • Subsidised workplace massage |
| • Company sick pay | • Management 'Giveback Days' |
| • Free onsite parking | • Eye care vouchers |
| • Perks at Work scheme | • Employee Assistance Programme (EAP) |
| • Unlimited 'tuck shop' snacks | • Company social and corporate events |
| • Free lunch every Friday | |
| • Charity dress down day every Friday | |

Who we are

We're a fast-paced, forward-thinking global solutions provider who is redefining operational excellence for businesses. We're famous for our fantastic customer service and for creating comprehensive solutions that help our customers stay ahead in an ever-changing world.

Our marketing function operates in a dynamic environment, working collaboratively across teams with innovation as one of our core values.

Where will you work

Our open plan office encourages teamwork and communication. You will be working in a respectful environment surrounded by people who care about you just as much as our customers. We also believe diversity is the key to success. That means your voice will always be heard no matter your role, and there will always be the opportunity to make a big impact.

Who you are

You will have experience in marketing and event coordination, ideally gained within the distribution or FMCG industries. You thrive in high-pressure environments, demonstrating resilience and adaptability with a results-oriented mindset and a "can-do" outlook.

Your strong project management and organisational skills will be put to good use, in addition to your creative mindset and eye for design and brand consistency.

Our marketing approach is changing, and you will have the opportunity to be at the forefront of this change, with a development pathway and training to support your personal and professional growth.