

Marketing Project Coordinator, Uxbridge UK

Tollring is a market leading software developer providing data visualisation and business intelligence tools that help manage, understand and control a wide array of communications information, resources and assets.

Growing rapidly and with offices in the UK, the USA, India and Australia, Tollring specialises in business communications analytics, call recording solutions, telecoms expense management and fraud management systems for network carriers and CSPs. Our innovative solutions are developed in-house and distributed via an extensive channel partner network to over 31,000 businesses globally.

Job Purpose

We are looking for a Marketing Project Coordinator to provide support to our sales and marketing team. This is a varied role with the opportunity to contribute to and learn from many areas of the business, offering wide scope for growth and progression for the right candidate.

Reporting to the Marketing Communications Manager, you will be responsible for the management and implementation of various multi-channel campaigns, including short and long-term projects in line with business objectives.

Experience with marketing campaigns, whilst an advantage, is not essential provided you have strong organisational or project coordination skills.

Key responsibilities

Work across teams within the business to deliver on our campaign strategy, both to generate new business and to support business growth across our existing routes to market for our SaaS products.

- Maintain and circulate the campaign plan, raising issues and risks in order to ensure activities are delivered in line with strategy for each business unit
- Provide campaign coordination to ensure effective delivery: on deadline, on budget, and in line with resource objectives
- Work with the Digital Marketing Specialist, Graphic Designer and others to implement new campaigns to a brief
- Overall responsibility for analysing and reporting on campaign effectiveness: prepare, document and provide relevant campaign activity information to enable effective analysis to take place
- Maintain a culture of test and learn to drive continuous improvement
- Ensure brand and corporate identity is consistent across campaigns, maintaining a high standard throughout

Requirements of the role

- Planning, organising and problem-solving skills, dealing with daily challenges
- An ability to work autonomously, whilst prioritising effectively to meet deadlines, as well as within a team
- Excellent stakeholder relationship and management skills
- Comfortable with learning technical acronyms and new technology (experience in software/IT an advantage)
- Thrives in a busy, dynamic and varied environment

Qualifications, Experience and Skills

- A degree, preferably in marketing (not essential but an advantage)
- Experience in project management (qualifications an advantage)
- Experience in a B2B tech environment an advantage
- Attention to detail and proofreading skills
- Computer literate (excellent Microsoft Office skills)

Personal Attributes

The Tollring corporate values are: Teamwork, Energy, Integrity and Performance. The ideal candidate will be representative of these corporate values:

- A good team player with a 'can-do' positive attitude, who can use initiative
- Possess excellent attention to detail and take pride in the quality of their performance
- Clear communicator, both written and verbal, with excellent interpersonal skills
- Adaptable, accountable and results-oriented with a customer service approach

Remuneration, Benefits and Working Hours

- The role is a full-time position, 9am until 5.30pm Monday to Friday
- The position is office based with flexibility to work from home on agreed days of the week
- Salary range £25,000 to £30,000 per annum (depending on qualifications and experience)
- 20 days holiday increasing every year up to a maximum of 25 days
- Company pension scheme, group life assurance, employee assistance programme (EAP)

Training and Progression

Tollring values its staff, offering career development opportunities to those who are successful.

- A training plan will be provided, discussed, monitored and reviewed for the duration of the probationary period.
- There will be opportunities for progression as the company grows and expertise is developed. These will be discussed in quarterly reviews or as appropriate.

How to Apply

Please send a covering letter, together with your CV, to: recruitment@tollring.com

The closing date is: **24th September 2021**