



An alternative career in finance

Trainee Marketing and Communications Executive

Following strong organic growth, we are on the lookout for bright individuals to join our team; individuals who are motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit aztecgroupp.co.uk/careers, email careers@aztecgroupp.co.uk or call us on +44 (0) 1534 837562.

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Job Description

Trainee Marketing and Communications Executive

Reports to Senior Marketing Manager

The purpose of this role is to deliver effective marketing and communications support across our seven European offices. In this broad-based role, you will be required to assist the team with the marketing of our award-winning products and services, and support with internal communication and recruitment campaigns, liaising with individuals at all levels of the business to complete tasks.

Key responsibilities:

- + Assist with the creation and distribution of external and internal communications, liaising with relevant contacts and administering the communications log
- + Support the creation and delivery of new product and employer/recruitment campaigns including direct marketing campaigns, online and print advertising
- + Update the external Aztec Group website, social media accounts and internal intranet with content including communications, copy, new adverts and photographs
- + Update collateral including brochureware, presentations, biographies, team sheets and photography
- + Assist in the delivery of business development and recruitment events including; intermediary networking and careers fairs

Skills, knowledge, expertise:

- + Excellent interpersonal, communications and written skills
- + Creativity, initiative and attention to detail
- + Computer literacy skills are essential, knowledge of Adobe InDesign/Illustrator/Photoshop would be useful
- + The candidate will be expected to study towards a relevant CIM professional qualification (supported by the Aztec Group)

We will provide the training, both in house for relevant technical knowledge and also professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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