



Morgan Motor Company Job Description

Job Title: Marketing Assistant

Responsible to: Head of Marketing

Department: Sales and Marketing

Job Purpose: This is an opportunity to join the brand at an incredibly exciting time. The primary function of the role will involve leading the company's creation of Photographic Build Records, managing each build record from order stage through to distribution to the customer. Working within the Sales and Marketing Department, the role will be customer facing as well as creative, and the successful applicant will be required to support Sales and Marketing tasks where necessary.

Main Function: Working in the Sales and Marketing office, the successful candidate will take sole ownership of creation and distribution of photographic build records, ordered by customers to document the build of their new Morgan car.

To be responsible for managing each of the photographic build record orders, taking pictures of each car, documenting the build process, inputting the photographs and appropriate build information into a predefined template, managing the printing of build records, obtaining signatures where required and distributing to the customer.

To build up a good understanding of the production process, maintaining good relationships with individual production departments to successfully document the build of each car and develop a working knowledge of what goes into each model.

To liaise with individual customers when needed, and host customers who have purchased a build record when they are visiting the factory. To liaise with Dealerships who are managing their own customers with relation to build records.

To support the Sales and Marketing office with day-to-day tasks where necessary, this could encompass assisting with events during week days or on weekends, assisting with marketing campaigns, talking to existing or potential customers.

The Marketing Assistant has a key role to ensure that the production story is told and that the level of service, and quality of delivery, of each build record reflects the values that Morgan represents. The role will require close working with several internal and external Morgan stakeholders.

Main Duties & Responsibilities

- Overall management of photographic build records as a core role
- Photography of cars in production for build records
- Inputting pictures into a pre-defined layout and inputting content to create the build book
- Working alongside production departments to track vehicles through build
- Liaise with Dealerships about each photographic build record order, keeping them updated and providing information where necessary
- Creating a relationship with the customer (if they have ordered a build record) to keep them updated where necessary
- To host customers who have ordered a build book when they visit the factory, showing them their vehicle in build

- Working directly with Morgan's chosen print supplier to schedule printing of each build book
- To support the busy Sales and Marketing team across various functions, including but not exclusive to:
 - Answering office telephone
 - Fielding enquiries and helping customers with an interest in buying a car
 - Support hire cars hand overs to customers
 - Occasional week and weekend event work
 - Supporting photoshoots and other marketing activity where necessary

Special Skills & Attributes

- Creative eye with a marketing background
- Passion for the Morgan brand and automotive industry
- Passion for story telling and pride taken in work produced
- Professional approach coupled with strong interpersonal skills
- Excellent planning, organisational and time management skills
- Excellent verbal, written communication and presentation skills
- Strong IT skills
- Ability to work on own initiative
- Ability to work in, and adapt to a rapid changing environment
- Photographic skills preferable but not essential, a keen eye for photography is important, training will be provided if necessary

Disposition

- Flexible and cooperative
- Polite and courteous
- Creative eye
- Passionate
- Self-motivated
- Ability to manage a busy workload

Terms & Benefits

- 37.5 hours per week (Monday to Friday)
- Salary circa £20k gross pa dependent on experience
- 33 days holiday per year
- Pension scheme (5% contribution from Morgan)
- Private Medical Insurance (BUPA)
- Cycle2work scheme
- Childcare vouchers
- Enhanced Paternity & Maternity benefits

To apply send your CV and a covering letter to sarah.baldwin@morgan-motor.co.uk