

Role : Marketing and Admin Executive

Company : Elliot Scientific Ltd

Availability : Now

Location : Hertfordshire (Harpenden Office)

Status : Full-time (Mon-Fri)

Salary : depending upon experience,

Bonus, contributory pension scheme, health insurance after qualifying period.

Elliot Scientific, (part of the MetroTest Scientific company) a photonics and equipment manufacturer and distributor based in the UK, are looking for a Marketing and Admin executive to help us grow our business and expand our global visibility in an exciting “Tech.” marketplace.

Reporting to the Director and operations manager, this primarily marketing role, provides a varied range of responsibilities and activities such as website posts, social media strategies, trade exhibitions, and some general administrative/operational duties.

A strong interest in marketing, design, and customer engagement together with a pro-active and creative style are a significant plus. It is important to be a team player and have a strong team spirit. There is scope to develop your skills and responsibilities within the role and progress with the company as we continue to grow.

Typical duties include :

- Update and post website content, liaise with website developer
- Upload and post social media content, press releases etc.
- Organise promotional activities, trade shows and exhibitions.
- Produce promotional materials, newsletters with the support of the sales team
- Monitor and evaluate engagement
- Some administrative/ operational support activities such as shipping admin, office supply orders, admin support duties.

Experience in some marketing support role is preferred. Whilst PC skills (MS office/ web platforms), good communication skills and the ability to work to a deadline to deliver the core sales message are essential.

If you feel that you have the drive, enthusiasm and skillset to match our requirements then we welcome your application for this exciting role.

Please contact : Please send a covering letter and CV to

Management<at>metrotest-sci.com