



## MARKETING ASSISTANT

REF. NO. 179

### About us

We are an established Accountancy and Business Advisory company based in West Watford with excellent office facilities and free staff parking (Nearest tube – Moor Park / Met line). We offer clients an extensive range of Accounting and Business Advisory services and market these products to SME's (small to medium size) businesses and individuals throughout London and the Home Counties. Dynamically led by CEO, Rakesh Dua, working at Dua & Co. provides a very pleasant working environment and opportunity to work in an accountancy practice with a clear and strong marketing strategy.

### Number of employees

11

### Tasks

- Creating / updating Marketing material
- Updating / maintaining CRM contact databases
- Updating / maintaining excel spreadsheets
- Researching Prospective clients
- Tele-Marketing
- Email
- Social Media – Implementing strategy
- Other reasonable requests related to admin and marketing.
- Assisting with seminars and meetings

### Skills needed

- Good communicator with excellent English and able to communicate well with clients and colleagues. Must have good email and telephone communication skills as this role includes client contact representing the company.
- Research skills – able to research both market and potential clients and report on research as assigned.
- IT Skills – CRM, Excel, Word, Email, Web, Social media
- Preferably knowledge of Marketing and Sales
- Well organized and able to complete tasks within deadlines
- Confidence and good interpersonal skills
- Assisting with marketing materials; research, content, proofing, liaison with printers

# PRAKTIKUM IN LONDON



## Skills to be acquired

- Working with professionals / an Accountancy firm
- Improving marketing skills; research, content, strategy implementation
- Improving IT Skills; CRM, excel, email, word, search engine
- Improving social media skills; update, content
- Improving marketing material creation skills
- Improving Business Development skills; CRM and BD implementation
- Seeing results in a delivery oriented organisation
- Improving Organisation skills; meetings and seminars

## Period

3-6 Months

## Office languages

English

## Location

Watford, WD18

## Financial support

Reasonable local travel costs (max £50 per week)

## Office hours

Monday – Friday 9AM- 5PM

## Contact

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