

JOB DESCRIPTION

Job Title: Temporary Database and Research Assistant
Reporting to: Head of Communications and Engagement

Job Purpose

“The world of marketing is all about relationships”

The Senior Management Team at Julius Rutherford & Co Ltd have clearly identified the best way to grow JR&Co is through referrals to like-minded business.

To achieve this we need to make sure we are marketing to the right people within our target market who are similar to our existing client base (Private Schools, Lawyers, Banks, Museums, Public Private Spaces).

JR&Co are in need of a temporary Marketing or Research Assistant to help us improve on the data we already have by researching using search engines, the CoStar system and LinkedIn Sales Navigator.

Scope

You will need to cleanse the existing data within our CRM system Goldmine by sourcing contact data for building managers and obtaining data on the companies we are targeting such as the size of their office and their industry so we can tailor our marketing campaigns accordingly.

Minimum Qualifications/Experience

Ideally we are looking for an individual for an initial 6 week period with experience in database management and research. Previous experience with CRM systems, LinkedIn Sales Navigator and a marketing background is desirable.

This role will suit an individual educated to at least A-level standard.

Person Specification

The successful individual will have a can do attitude and will need to deal with all company and external contacts in a courteous and professional manner.

We are also looking for an individual who is:

- Proactive
- Completely computer literate
- Able to efficiently use a CRM database system
- Experienced / knowledgeable on marketing campaigns
- Highly organised with great attention to detail