

EMEA Marketing Coordinator



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The Company

Smart software for creative people.

The Foundry is not just a technology maker or a software seller; we are here to empower artists and designers across the world by enhancing their creative potential. We seek to create a world where people can continually raise their creative potential and to champion creative people by developing tools, technologies and processes that empower them to bring their ideas to life, more quickly and effectively.

We believe in:

- Constantly challenging
- Always being approachable
- Committed partners
- Endless enthusiasm!

Our technology portfolio is as creative as it is technical, packed full of ground-breaking, award-winning techy goodness that will have even the most demanding organization salivating!

We are a little bit proud of what we achieve at The Foundry and want to take you on our journey with us.

The Role

The EMEA Marketing Coordinator provides invaluable support to the marketing team in the development and execution of the marketing plan. As part of your role, you will be supporting the Marketing Strategy and the EMEA teams with a wide range of activities starting from day one. This is a very hands-on and flexible role within a busy environment. You will be in charge of developing an EMEA field marketing strategy as well as help in the planning and project management of marketing activities.

Experience in all aspects of a fully integrated marketing mix including traditional and digital marketing, PR and events are essential.

Location: London, United Kingdom

Salary: Grade 3 £25,000-£35,000 per annum

Benefits: Comprehensive Private Medical and Healthcash Plan, 25 days holiday per annum

Pension: Employer matching up to 5%

Date Posted: 23rd August 2016

Closing Date: 14th September 2016

The Responsibilities

- Develop an EMEA field marketing strategy: work with the EMEA team to develop and implement a field marketing plan.

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- EMEA marketing liaison: become the go to person for any EMEA specific marketing activities and function as a liaison between the marketing team and the EMEA sales team.
- Events planning and management: organise and manage local events onsite and offsite.
- Provide budget support: raise purchase orders, deal with invoices, budget tracking, liaison with the finance department.
- Assist with digital marketing campaigns: support the digital team in the planning and execution of advertising campaigns.
- Manage marketing collateral: liaise with printing and manufacturing companies, keep track of supplies, place orders and ship materials as required.
- Marketing project management support: assist with the planning and project management of marketing activities. Become an expert in our project management tool and conduct training for new members of the team.
- Admin support: set up webinars and conference calls, record presentations, distribute materials to the extended team.

The requirements

- Highly organised person, able to multitask and with great time management skills
- Experience with a wide range of marketing and digital marketing activities
- Events management experience
- A can-do and problem solving attitude are essential
- Work well under pressure and tight deadlines
- Good communication skills
- Good IT and computer skills (learning new software will be required)

Applying

If you meet the criteria, are eligible to work and are interested, please send your covering letter, CV, salary expectations and notice period to jobs@thefoundry.co.uk with the subject "EMEA Marketing Coordinator".

More About Us.

Established in 1996, The Foundry is a global software company headquartered in London, with offices in Manchester, Shanghai, Austin, Los Angeles and Silicon Valley. We make smart software for creative people. But we are so much more than that.

We are not just a technology maker or software seller. We are here to empower artists and designers across the world. We develop tools, technologies and processes that empower them to bring their ideas to life more quickly and effectively.

We believe in a world where people can continually raise their creative potential.

We are champions of creativity.

We're proud of what we do at The Foundry and we'd love to help you achieve your potential.