

The logo for Agellus, featuring the word "AGELLUS" in a white, serif font centered on a black rectangular background.

## **Sales and Marketing Assistant**

**Role:** Permanent, full-time

**Location:** Elm, Wisbech. Travelling to Suffolk and Norfolk sites will be required occasionally

**Holidays:** 28 days, including Bank Holidays

### **About us**

Agellus Hotels specialise in distinctive, individual properties offering exceptional food, accommodation and service.

We are looking for an enthusiastic and inspirational individual to join our growing business. There will be a great opportunity to gain experience working with remarkable properties, exceptional teams to continue develop and grow our business across East Anglia.

### **Job Role**

Together with Sales and Marketing Manager to be responsible for the sales and marketing function within Agellus Hotels group. Provide support and implement all or part of any agreed initiatives, analyse success, report and present if needed.

### **Key responsibilities include but are not limited to:**

- Manage our own websites
- Together with each property coordinate social media activity
- Focus on researching, writing and publishing interesting and original content on our blogs
- Update all website partners
- Support to each property with event organisation and attendance where necessary
- Assist with production of in-house literature, monitor stock
- Monitor competitors' activity
- Maintaining and updating customer databases
- Implement and execute email campaigns
- Along with all Senior Team, ensuring that we are represented to our customer's consistently and in line with our Brand Identity Maps and Guidelines
- Admin and other duties including: stats update, reporting, proofreading, attending events, updating in-house literature, archiving and direct marketing activities

### **Personal specifications:**

- Ideally educated to a Degree level, or of that calibre
- Interest or ideally experience in copywriting/creative writing
- Knowledge of online channels, including social media, content marketing, email marketing
- A keen interest in working in hospitality industry
- Excellent attention to detail
- Strong written, listening and communication skills
- Strong timekeeping and organisation skills

178 Gosmoor Lane, Elm, Wisbech, Cambridgeshire, PE14 OEG

# AGELLUS

Some evening and weekend work may arise when organising or attending events.

To apply please email your CV and covering letter to [info@agellushotels.co.uk](mailto:info@agellushotels.co.uk)