



THE OLD RAILWAY LINE

GARDEN CENTRE | RESTAURANT | FARM SHOP

THE OLD RAILWAY LINE GARDEN CENTRE LIMITED

THREE COCKS

BRECON

POWYS

LD3 0SG

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WWW.OLDRAILWAYLINEGCC.CO.UK

## JOB DESCRIPTION

### MARKETING & E-COMMERCE ASSISTANT

We are looking for an ambitious, creative and hard-working individual to join our award-winning team; to contribute to the marketing and e-commerce activities within the business.

#### KEY DUTIES

- Support the Marketing Manager in planning and executing the business' marketing plan.
- Create engaging written content including press releases, blogs and social media posts.
- Contribute to relevant and up-to-date website content including event information and latest news.
- Design and create branded and attractive store signage, banners and leaflets using on-site computers and printers.
- Upload product information and images to continue to build our online product catalogue.
- Continuous improvement of customer satisfaction through punctual response to online related queries.
- Fulfil online orders including picking, packing, arranging courier collection and processing orders through the e-commerce system.

The key duties list is not exhaustive we require you to be flexible and carry out tasks according to the requirements of the company

#### REQUIREMENTS

- Applicants should be pleasant and self-motivated, experience of working in a similar role is preferred
- We require you to work most bank holidays and weekends on a rota basis
- Good customer skills and the ability to deal with the public
- Able to communicate with colleagues, management and the public in the shop and over the phone
- Well presented
- Reliability and punctuality are essential
- Lifting and manual work will be required

#### WORKING WITH

- You will be part of a hard-working team so we require you to be able to work closely with others
- Report to the Marketing Manager.

#### REWARDS AND BENEFITS

- Hourly rate in excess of minimum wage and will be reviewed based on performance
- Holiday Entitlement
- Staff Discounts
- Part uniform will be provided
- Training will be assessed and delivered as required.

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REGISTERED OFFICE: THE OLD RAILWAY LINE GARDEN CENTRE, THREE COCKS, BRECON, POWYS, LD3 0SG

REGISTERED IN WALES 06005307VAT REGISTRATION NO: 540 8031 75