

JOB DESCRIPTION

Job Title: Marketing Assistant
(12 month Maternity Cover)

Successful applicants would be required to attend the Le Mans event

Department: Aston Martin Racing Commercial

Reporting to: Marketing Manager

Job Purpose:

To assist Marketing Manager and Account and Event Manager with the following areas:

- Event bookings and administration
- All marketing collateral (display material, branded communication tools etc.)
- Team and technical clothing
- Show car diary and management
- Day to day finances
- All other tasks as necessary

Key Accountabilities

Liaison with external agencies with all departmental requirements for visuals, marketing material etc., including project management of the production of any item necessary

Management of all show car activities, including bookings, quotations, logistic arrangements, livery specifications, recharging and associated liaison with race and customer teams

Management of the departmental stock of merchandise, its storage and distribution

Raising invoices on behalf of the commercial department for associated exploitation activities

Assisting where appropriate with departmental events and associated administration

Special Aptitudes:

- A can do approach/ hard working. Must possess a positive attitude and display the ability to identify alternative solutions to problems
- Relentless in exceeding customer expectations and continually exceeding goals
- A commitment to achieving the best solutions i.e. rigorous approach to work
- Creativity. Endeavour to find new ways of doing things and learn from past experiences
- Strong analytical approach