

## Job Vacancy – Marketing Assistant

JOB REFERENCE: BUS DEV

LOCATION: Aberdeen

TRAC Oil & Gas is a market leading global provider of Engineering Support Services for the inspection and maintenance of offshore and onshore assets

Due to continued controlled growth and the ongoing development of our service portfolio, we seek to recruit a Marketing Assistant to provide efficient administration support within the company's 'Service Delivery Team' with a specific focus on Business Development and Sales

### JOB DETAILS:

The position is full-time staff (part-time hours negotiable), based in our Aberdeen premises. Duties will include:

Assisting in the quality control of logo and company image at all times, research and source commercially viable business gifts, company literature and brochures, assist in marketing campaigns i.e. distribute mailshots/letters/brochures, update internal systems as directed by line manager, assist in organisation of corporate events, conduct website updates as required, provide administrative assistance in the preparation of tender documentation as instructed by line manager, assist in the customer feedback process and carryout any other business development related tasks as required

### COMPETENCY REQUIREMENTS:

#### EDUCATION:

Minimum HNC/D qualified in Marketing/Communication/Sales or Business related discipline with proficient experience in using all Microsoft Office Suite Applications. Use of web based packages would be an advantage

#### JOB SPECIFIC:

There are no mandatory job-specific competences for this role. The following courses may be appropriate for this role:

- HNC/D or above in Marketing, Communications, Sales or Business related discipline
- ECDL / Microsoft Office i.e. computer literate

#### EXPERIENCE:

No specific requirements. However experience in an administration/marketing/ sales office type role an advantage. Experience working in the Oil and Gas (service) Industry would also be advantageous.

Ability to multi-task, work on own initiative and meet strict deadlines (i.e. during company tender processes) required.

#### APPLICATION:

To apply please send an up to date copy of your CV to [samantha.borstlap@trac.com](mailto:samantha.borstlap@trac.com)