

Reference ID: 44E - EA

Application deadline: 30/08/2024

Job Types: Full-time, Permanent

Salary: From £20,000.00 per year



Editorial Assistant

Are you a talented graduate with a particular passion for delivering creative content and design projects?

44 Communications is growing. We're looking for a budding communications specialist to join our fast-growing team to produce fantastic employee communications.

At the forefront of your mind will be:

Excellence - A knowledge and interest in planning and delivering communications within a creative agency or corporate environment.

Teamwork - Great with people and adept at nurturing relationships with clients and teams.

Creativity - Full of creative energy and enthusiasm – willing to continually learn and innovate as the client needs change.

Awareness – A genuine passion for great contemporary content – words, pictures, film, animation – with an eye for accuracy to go with it.

Job Title: Editorial Assistant (EA)

Reporting to: PARTNER – 44 Communications

Areas of responsibility:

EDITORIAL, CONTENT AND DIGITAL PROJECT WORK, CLIENT SERVICE, MARKETING/NEW BUSINESS, OFFICE MANAGEMENT

Job Summary

DIMENSIONS

- The Editorial Assistant (**EA**) is employed to support the day-to-day operation of the company's content and design communication tasks and projects as directed by the 44 partner(s).
- Central to this work will be copy production, proofing, project administration and support.
- Reporting to the Partners – 44 Communications, the **EA** undertakes a wide range of creative project work to help the company deliver the best possible levels of service and end quality to its clients. They may also undertake research and training to support client needs.
- As the **EA's** client knowledge/experience increases, these tasks will evolve accordingly in line with specific project and wider business requirements, and the **EA's** own personal development plans.
- The **EA** will also support the whole of the 44 Communications business as part of the core team, through project briefing, delivery, client liaison, marketing and office management duties.
- To push and develop understanding and excitement in 44's overall offer in colleagues and clients. This is principally a role which will enable the employee to learn and grow as the business itself develops.

www.44communications.co.uk

+44(0)1926 888 776 a 2 Euston Place, Leamington Spa, CV32 4LE
VAT Number: 919 0207 39 | Company registration number: 6192650