**Marketing Executive/ Secretary to Sales & Marketing Director**

The Taylor Wimpey Sales and Marketing Team in West London are looking for a Self-confident, resilient and energetic Marketing Executive – Sales Secretary to join their fantastic team in Hook, Hampshire.

We are seeking a dynamic professional to provide marketing support to the regional sales team, manage the effective delivery of marketing services in line with central marketing strategy, and co-ordinate the marketing agencies activity at a regional level.

You will also be expected to provide secretarial services to the Sales Director, as well as ensure the effective and accurate processing of correspondence, documents and systems in line with the Sales & Marketing Director’s business needs.

The successful candidate will deliver an efficient and effective customer focussed, professional secretarial service.

**The Role:**

* Briefing of production requirements to production house.
* Manage process through to appearance of ad
* Provide advice and support to the regional sales team on copy style, proposition and positioning in line with the ‘tool kit’.
* Develop marketing strategy and plans for development launches
* Work closely with external agencies to provide bespoke marketing proposals for flagship developments
* Liaise with central marketing services for production of all marketing material
* Provide competitor intelligence on marketing activity per site
* Identify opportunities to maximise positive Brand exposure in locality of development.
* Responsible for website administration and of content
* Drive cost efficiency through correct use of the processes and briefing procedures developed to reduce rework and abortive costs
* Briefing of brochure requirements to external agencies for bespoke branding
* Manage sources of material and single contact for external agency

### Work closely with central marketing to deliver brand consistency within the region

### Provide organisation and administrative support for sales promotions including site launches, regional exhibitions and presentations.

### Completes extensive range of reports including finance sales, sales analysis and board report

* Records agency spend, budges, brochure audits and telephone reports
* Organises sales team meetings and Sales Director meetings
* Arrange travel/accommodation for Sales Director
* Fielding and dealing with queries from outside companies and agencies.

**The Person:**

* Degree – desirable
* A Levels or equivalent – essential
* Marketing Qualification - desirable
* Strategic & analytical thinker
* Teamwork
* Good Communication skills, Presence and Influence.
* Proven interpersonal / motivational skills
* Demonstration of full understanding of marketing mix - essential

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

If you wish to be considered for this role then please apply in writing to[**margo.jordan@taylorwimpey.com**](mailto:margo.jordan@taylorwimpey.com)

**for the attention of Emma Jones, Sales & Marketing Director.**

**Closing date: Friday 9th October 2015**

**Internal applicants – please advise your Line Manager if applying for this role**.