

### REPORTING TO THE BID MANAGER

#### Primary responsibilities

- Preparation of social media content and general management of social media pages
- Preparation of company news stories and updating onto company website
- Preparation of company newsletters to be sent internally and externally
- Make site visits to take photos and videos, collecting data for news articles
- Editing photos and videos for use on social media and in marketing documents
- Interview staff for website stories/blog posts and case study information
- Assisting other departments with design type documents as and when required
- Design and updating of various company standard forms and policies
- Collection with others, of client testimonial and KPI information
- Support and preparation of presentations for company events
- General marketing duties

#### Secondary responsibilities

- Collation and updating of company profile and sector brochures
- Support and preparation of Pre-Qualification Questionnaires and Tenders to the required deadlines
- Collection of relevant Industry information to ensure continuous improvement of Ashe processes and procedures
- General marketing duties

#### Performance Indicators

- Consistent relevant social media and website posts
- Continued production of high-quality company documents
- Forms and policies up to date
- Marketing & Pre-Construction procedures are followed

**Note:** This description is not intended to establish a total definition of the job, but an outline of the duties.

#### Skills Required/Preferred

- Social Media platforms – LinkedIn, Twitter, Facebook, and Instagram
- Adobe Creative Suite: InDesign, Illustrator, Photoshop, Acrobat Pro
- Mailchimp, Wordpress
- Microsoft Word, PowerPoint, Excel