

Career Opportunity**Role: Sales & Marketing Coordinator****Location: Stansted, Essex**

AEM, with its head office at Stansted Airport, is a subsidiary of AMETEK. As part of AMETEK's Aerospace & Defense Division, AEM is one of the largest independent aircraft component repair and overhaul facilities in Europe.

We have an immediate full-time vacancy, at our Stansted site for a Sales & Marketing Coordinator; this is a permanent role and reports to the Commercial Director.

Job Purpose:

To develop and coordinate marketing and sales strategies for existing and future products or services.

Main Tasks:

- Contribute to long term company objectives, through the researching, planning and implementation of campaigns to promote AEM products and services.
- Provide Sales Support, assisting the Sales team to meet their commercial objectives by providing materials, presentations and applying appropriate marketing tools and applications.
- Develop positioning for key products and services
- Build, maintain and update marketing plans
- Undertake market research; provide in depth market and competitor analysis
- Conduct market analysis to identify customer needs (met and unmet)
- E-commerce; assist in the development of processes and procedures to enhance customer satisfaction.
- Utilising CRM provide detailed analysis of opportunities created against sales targets.
- Identify and manage the promotional needs of the business
- Play a lead role in the development of internal in-house marketing communications, helping to deliver consistency in presentation and promotion of the AEM image
- Research and implement application of relevant digital and online marketing practices.
- Event planning and management; provide event coordination, design and implementation, including post event analysis and ROI. Organise and attend trade shows.
- Develop, manage and optimise AEMs digital media presence.
- Direct marketing; produce marketing communications, such as flyers, brochures and targeted campaigns. Manage the production of marketing materials and literature appreciating the importance of legal and regulatory frameworks.
- Monitor marketing expenditure.

Qualifications:

- Marketing / business related degree (highly desirable)
- Marketing diploma (essential)

Experience:

- Minimum 3 years proven marketing experience (desirable)
- Previous experience of using CRM reporting applications and quantitative techniques to analyse data (desirable). Proficient in MS Dynamics and Power BI (highly desirable)
- Experienced in the application of a range of CRM and software applications, including Microsoft Dynamics, Mail chimp, Adobe (In-design, Illustrator, photoshop), Google Analytics.

Competencies

- Excellent interpersonal skills
- Strong analytical, administrative and organisation skills and excellent attention to detail
- Well organised and self-motivated
- Ability to work well under own initiative in multidiscipline/cross-functional teams
- Excellent communication skills, both written and verbal
- Innovative and enthusiastic
- Ability to work under pressure, to tight deadlines and multi task

- IT literate

Additional Information:

Travel: Adhoc requirement to travel to attend trade shows and exhibitions across UK and Europe, necessitating occasional overnight stays.

Salary: Competitive, depending upon experience

To apply for this role please submit your CV, with a covering letter and salary expectations to Janine Barber, HR Advisor; e-mail Janine.barber@ametek.com cc Jennifer.Otter@ametek.com