

Communication and Admin Assistant

Mark Littler Ltd - Congleton

Maternity Cover - Feb 2021-Jan 2022 with potential for right candidate to move into a permanent position

Closing date – When the right candidate is found.

Ideal start date – asap following interviews

Salary/Hourly rate – £18,000 pa

Working hours – 8.30-17.00, Monday - Friday. Full time, potential to be flexible

Location – Our office is located in an office building in the centre of Congleton within 100m of the main Congleton bus station and town amenities.

Job Description

Mark Littler Ltd are looking for an engaged and forward-thinking person to work as part of the team responsible for a rapidly expanding business in the whisky and antiques industry. The successful applicant will join the existing team as a Communication and Admin Assistant at Mark Littler Ltd initially as maternity cover with the potential for the right candidate to join full time in 2022.

You will work across the broad spectrum of jobs that come up in the varied business. Responsibilities will include blogging, media creation, webpage building, research and communication with clients via phone and email as well as various administration jobs such as drawing up contracts, invoice etc.

Core Responsibilities

Mark Littler Ltd is a small company with a big reach and a varied workload. A typical day may include:

- Working with the existing team to identify potential content for the website and blog such as new pages, current and recently completed sales and future opportunities.
- Monitoring industry pages, sites, social platforms and print sources for trending news and potential new avenues for growth, improvement and blog articles.
- Research on a specific whisky or antique and associated keywords in order to create a new page or optimise an existing webpage or blog, or create a marketing email.
- Communicating and engaging with customers regarding valuation enquiries for whisky and antiques through social media, email, phone and other media where necessary.
- Assisting with the preparation of stock to be added to the website.
- Other ad-hoc admin jobs such as drawing up contracts and packing sales for shipment.

Qualifications & Skills

- A high level of written and verbal literacy is essential and experience with creative and/or content writing would be preferred.

- Complete competence with basic computing programs such as Word or Google Docs is essential.
- An understanding of content creation basics such as SEO, email marketing, keywords research would be a benefit but is not essential.
- The ability to work as part of a team or independently when required is an essential part of working within our small but non-stop team.
- An interest or skills in photography, video and/or media creation would be a benefit. A deeper understanding of photoshop illustrator and other media editing techniques would be desirable but is not essential.
- An interest in antiques, vintage collectables or whisky would lend itself to the position but a willingness to learn and an ability to research and learn new information and skills is just as important.

Company Information

Mark Littler Ltd is an Antiques Consultant and Whisky Broker. Since 2016 Mark Littler has used a variety of online and industry tools and contacts to successfully position Mark Littler Ltd. as the go to independent consultant and broker for all kinds of collectables, including vintage whisky bottles, casks of whisky, classic cars, vintage Rolex watches, signed Lowry prints, medieval rings and much more. www.marklittler.com

In 2020 they also launched an online store and brokered the sale of a 'vertical' of Macallan 18 year old whisky that appeared on national and international news, the story appeared in the most read section of BBC online.

Application

To apply for the position please send your CV **and** a covering letter to mark@marklittler.com.