

**Marketing Assistant**  
**Kiwa UK**  
**Part-Time (20 hours per week)**  
**Bishops Cleeve/Hybrid Working**

**Who are we?** Kiwa! A global top 20 Testing Inspection and Certification (TIC) organisation.

Active in industries from energy, to food, water, to consumer products to construction. With expert knowledge in these areas, we have Consultancy services specialising in Energy, Fire Safety/Certification/Engineering, Construction and in the Agri-food arena.

**Help us grow, we are recruiting!** We are looking for an enthusiastic Marketing Assistant to join our Marketing team! This role is key to supporting the team with Marketing and Communication activities, focusing on strengthening brand awareness of Kiwa UK.

**What will the role include?**

- Assisting in the smooth running of the Marketing department through various administration duties
- Production of artwork for advertising
- Production of promotional editorial pieces
- Developing Kiwa's social media presence
- Working on Adhoc marketing projects

**Do you have what it takes?**

Approachable, enthusiastic, flexible person with a 'can do' attitude who is calm under pressure and willing to work on a wide range of tasks, sometimes with little notice, and occasionally outside the normal scope of the role. Loyal to Kiwa, someone prepared to uphold a positive company image both in the workplace and outside. A person with creative flair, who thrives on being innovative both artistically and with the written word to produce effective marketing and communications pieces.

**Benefits**

- Free onsite parking
- Hybrid Working
- £18,000 - £24,000 pro rata
- 25 days holiday + Bank Holidays
- 20 hours per week
- Competitive salary
- Enhanced pension
- EAP - Free, independent **E**mployee **A**ssistance **P**rogramme, offering confidential information, support, advice and counselling, 24 hours a day, 7 days a week, 365 days a year
- Life assurance
- Cycle to work scheme

- Working for a leading organisation that supports internal progression and promotion

**Why make a career at Kiwa?** We achieve results. Our values run through our business; 'We **ARE** Kiwa', **A**mbitious, **R**eliable and **E**ngaged. That is how we interact not only with our colleagues and customers, but everyone we meet. We embrace the personal development of all our colleagues, we will encourage you to be ambitious, explore new ideas and help make our world a safer, more sustainable place.

**Interested?** If you would like to be considered for this role or require more information about the role, please contact or send your CV to [uk.careers@kiwa.com](mailto:uk.careers@kiwa.com)