ThesaurusSoftwareLtd

We're Hiring

We have an exciting opportunity for a **Digital Marketing Assistant** to join our driven marketing team at an exciting time for our Company. This is an excellent opportunity for an enthusiastic, motivated and innovative individual to gain hands-on marketing experience.

The Role

- Actively contribute to online marketing activities to achieve excellent SEO rankings,
- Contribute to the content generation marketing initiatives by understanding the Company product suite and industry including writing articles, blogs and website content,
- Management of social media channels and generation of social media content, design & general audience interaction on these channels,
- Assistance with event management,
- Assistance with marketing campaign management including emails, webinars, social media, third party marketing campaigns and more,
- Creation of Power Point presentations for workshops and webinars,
- Provide day-to-day support for all operational tasks such as maintaining customer databases, proofing content, generating email content and increasing social media exposure,
- General office administrative duties to support the Company as required,
- Managing marketing and sales focused ad-hoc projects.

The Person

The successful candidate will be creative, self-driven, and focused. Desirable skills will include:

- Experience working in a marketing or administrative role would be a distinct advantage
- A third level marketing / digital marketing qualification
- Excellent copywriting and proof reading skills
- Strong communication skills both verbal and written
- An awareness of online marketing and online platforms
- Demonstrable administration skills with a high attention to detail
- Good MS Office skills particularly Excel skills
- Excellent organisational skills with a can-do attitude
- Experience with video creation would be a distinct advantage, although not essential

About Us

Thesaurus Software is a well established software company based in Ashbourne, Co. Meath. Our payroll, HR, and accounts software is used in over 100,000 businesses across Ireland and the UK.

We are lucky to have great staff who are enabling us to make great waves in our industry. We are growing and you too could grow with us!

We are a small company with big presence and ambition! Our team of professionals specialise across a range of functions, including software development, payroll and taxation, and employment law and HR. Based in Ashbourne, Co. Meath our office is just 10 minutes from the M50, with excellent transport links and ample parking.