

# job description

**Role: Marketing Assistant**

**Department: Sales and Marketing**

**Location: DRP Germany, Cologne**

**Salary: Negotiable**

## Your reason for being here...

Everyone at **DRPG** has a purpose, and yours is to support the Cologne team and use your talent to prove the power that marketing has in building our brand and creating business development opportunities

You are an organisational superstar, applying that meticulous attention to detail to each and every task from the get-go. You really get what marketing is all about and how it works, and you ensure accuracy and precision in everything you do.

Our philosophy here at **DRPG** is 'Anything's Possible', so you will need to be on board with this and go above and beyond.

## You make it all possible by...

- Being an efficient and reliable point of contact for all general marketing support for the DRPG Germany office including creating and managing campaigns.
- Being the day-to-day connection and support between the UK and Germany marketing teams.
- Liaising and working with the wider DRPG team to create and manage great, impactful collateral.
- Researching and generating data and insight to support new business opportunities.
- Being a whizz at composing and posting online content to our social channels as well as our company website using the appropriate platforms e.g., HubSpot.
- Producing top-notch copy and creating (and sometimes translating) engaging content to drive a social media presence.
- Acting as a 'safe pair of hands' for all general office administrative task to ensure the office is super organised, supporting the team when required.
- Being flexible, reliable and motivated, and winning the confidence of your colleagues

## What's in your toolbox...

- Some experience in a similar role, ideally 2 years
- Self-motivated and energetic with ability to work individually and as part of a wider team
- Meticulous organisation skills and a keen eye for detail
- Willingness to learn new skills and develop existing ones – every day's a day to learn new things!
- Confidence when it comes to communicating at all levels across the DRP Group
- Drive, ambition and tenacity to always find the right solution
- Keen interest in the global market and trends
- Great software skills, especially Excel, PowerPoint, Outlook...

## Essential skills & experience

- Bi-lingual: German (mother tongue) English (fluent, business level)
- Good copy writing skills
- (Digital Media) Marketing skills
- Understanding of the communications scene in Germany / DACH

## Advantageous skills & experience

- Proficiency in other foreign languages
- Budgeting and project management extraordinaire
- Apprenticeship or university degree in Communications (or related subject), either agency or in house (corporate)
- Some design experience e.g., Photoshop

## Your Package...

- Competitive Salary
- 27 days paid vacation
- Funded training programmes
- Career growth opportunities globally
- Sustainability activities and initiatives
- Wellbeing programmes
- Paid parental leave
- Summer and Christmas conferences/parties
- Flexible and creative working environment
- Discretionary profit share bonus

Please note this list is not exhaustive.

## Sustainability at DRPG

In our home country, the UK, we've been leading the way for the last 15 years when it comes to making us and our sector more sustainable. We've done this by involving our team, our clients, our partners, and our wider community.

We also believe that sustainability is about much more than just the environment: We look at it as an all-encompassing umbrella over our entire business, focusing on the triple bottom line of planet, people and profit. Striking the right balance between these three key pillars is essential and us to take a more balanced view. It ensures we take a practical and tangible approach and can continue to deliver a sustainable future for everyone.

To find out more click here: [Sustainability \(drpgroup.com\)](https://www.drpgroup.com/sustainability)

## Get to know us...

In our home market, the UK, we're one of the most talked-about and respected all-round capable communications agencies that's been on the go for years – ever since our boss set up shop in a shed back in his parents' back garden in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, and our office in Cologne is evidence of that. The team in Cologne is still small but growing, and we already have some great local clients on our books as well as some great partners who help us deliver communications solutions locally.

In spite of growing from 1 man in a garden shed to an agency of over 400 diverse, talented people, we've kept everything that made us great, back from the very day we first started out. And our global HQ really shows what we're capable of: the largest corporate studios complex smack bang in the middle of the UK and well worth a visit to see for yourself!

## Hang on, there's more...

The role will be based primarily in Cologne, but there may be times when you'll need to work from our other office locations. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a great drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

**DRPG is an equal opportunities employer.**

**Data Security** (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.