



Events, Marketing & Social Media Assistant - The Foundry Sheffield.

Job Specification

+ Essential

- Excellent communication and interpersonal skills.
- Strong organisational skills with the ability to manage multiple tasks.
- Experience using social media platforms such as Facebook, Instagram and LinkedIn for business purposes.
- Good written English with the ability to create engaging marketing content.
- Competent IT skills, including Microsoft Office.
- Friendly, professional and customer-focused approach.
- Able to work independently and as part of a team.
- Flexible to work occasional evenings and weekends.
- Commitment to delivering excellent customer service and supporting The Foundry's values.

+ Desirable

- Experience coordinating events or working in hospitality, conferencing or venue management.
- Experience updating websites using a content management system.
- Knowledge of social media analytics and digital marketing.
- Experience producing newsletters using software such as Mailchimp.
- Basic design skills using Canva or similar software.
- Understanding of health and safety in an events environment.