

Job Title:	Presentation & marketing production executive	Reports to:	Marketing Manager
Department:	Marketing	Location:	Guildford or London
Job Holder:	Fixed term contract	Effective Date:	October 2021

Premier Miton Investors is a UK based asset management firm with £13.6 billion of assets under management in a broad range of investment products.

Working in a dynamic marketing team, this role is suited to a person with skills and interest in producing effective presentations and other marketing material, and working with a wide range of people. If you are interested in the role, please send your CV (together with details of current salary) to:

Niamh Dempsey, HR Director
niamh.dempsey@premiermiton.com



Premier Miton's purpose and values

To actively and responsibly manage our clients' investments for a better financial future

Dedicated

Passionate

Responsible

Independent

Collegiate

Job Purpose / Job Objective

- **What you will be doing:**
 - Creating and updating presentations and other marketing materials for existing and potential clients
 - Producing marketing materials for digital and print
 - Co-ordinating content and approval of marketing materials with colleagues
- **Skills you already have:**
 - Good attention to detail and accuracy including to ensure materials can be approved by the firm's compliance team
 - Good communication skills as you will be dealing with a wide range of internal and external colleagues and contacts as part of the role
 - Good organisation skills and to allow you to effectively manage your workflow.
- **Skills that would be useful:**
 - Microsoft Office including Powerpoint
 - Adobe Creative suite
 - InDesign
 - Please note: if you are interested in this role but do not have skills in the specific presentation software mentioned, we are able to provide relevant on the job training.

Principal Responsibilities

Responsibility	Associated Tasks / Deliverables
Marketing material production	<ul style="list-style-type: none"> – Update and create a range of marketing materials, including, for example, presentations, sales aids, factsheets, infographics and newsletters.
Process management	<ul style="list-style-type: none"> – Liaise with teams across the business on the content of material – Co-ordinate the approval of materials through colleagues across the business including the compliance team – Liaise, as required, with third parties, including printers, other agencies and clients – Assist in keeping team procedures up-to-date
General Support	<ul style="list-style-type: none"> – Assist in ensuring relevant procedure documents are kept up-to-date

Education, Experience, Skills and Abilities	Essential / Desirable
Education / Qualification – Educated to A level standard or equivalent	E
Experience / Knowledge – Preferably Microsoft Office including powerpoint, and/or Adobe Creative and/or InDesign	D
Skills – High level of accuracy and attention to detail – Able to work on multiple projects – Ability to work on own initiative – Strong interpersonal skills – Good communication skills – both written and verbal – Team player	E
Characteristics – Ability to be very organised Responsible: always acting with integrity and being an ambassador for the company – Independent: demonstrate versatile thinking, solving problems, embracing change positively and promptly – Dedicated: support others in delivering for our clients – Collegiate: can work collaboratively with colleagues and treat others with respect – Passionate: responsible, accountable, energised, enthusiastic	E