

## **C. R. LAURENCE OF EUROPE LTD**

### **MARKETING CO-ORDINATOR**

This is a 12-month full-time temporary contract for maternity cover. Possibility of permanent contract beyond, depending on the individual and the company's requirements.

C. R. Laurence of Europe Limited (CRL) comprises of two divisions:

1. It is the world leading supplier of glass and glazing products and architectural hardware for the glazing, shower, railing and glass door sectors. [www.crlaurence.co.uk](http://www.crlaurence.co.uk)
2. CRL also distributes CRL Quartz and Ceralsio ceramic surfaces to the kitchen and bathroom industry in UK and Ireland. [www.crlstone.co.uk](http://www.crlstone.co.uk)

CRL is a rapidly expanding European business, part of the worldwide organisation C. R. Laurence Inc. The European Headquarters are located on Kingsway Business Park, Rochdale (near Manchester) and support our European branches located in Ilsfeld, Germany and Copenhagen, Denmark.

We are looking for a dynamic and enthusiastic candidate who will be able to deliver a broad range of marketing initiatives to increase sales and raise the profile of CRL and its two divisions (glass products and stone worktops).

The role activities will include but are not restricted to:

#### **To deliver a broad range of marketing activities for the company:**

- \* Create weekly newsletters
- \* Create the company's brochures and flyers
- \* Help in the development of the company's websites
- \* Develop and maintain relationships with internal and external stakeholders
- \* Work closely with the Marketing Manager to promote the company
- \* As part of a team, assist with marketing administration, corporate events/tradeshows and marketing activities when required
- \* If the candidate has experience and passion in using social media in a professional context, he/she may manage our activity on Facebook, Twitter, Pinterest, Instagram and LinkedIn.

#### **Essential skills:**

- \* Ability to multitask
- \* Strong organisational skills
- \* Creativity
- \* Eye for detail
- \* Willing to learn, progress and take up a challenge
- \* Time management/must be able to meet deadlines
- \* Good communication and relationship builder skills with a good telephone manner

#### **Advantageous skills:**

- \* Basic level in using Photoshop
- \* Good knowledge of German or Danish language would be an advantage, but not essential.

- \* Knowledge and experience of the glass and glazing, construction and/or kitchen, bathroom and bedroom industries
- \* Experience in using social media in a professional context

**Experience/Qualifications:**

- \* Minimum of 2 years experience working within a Marketing Department would be an advantage

**Contract:** 12-month full-time temporary contract from January 1<sup>st</sup> (possibly earlier if the right candidate is available) to 31<sup>st</sup> December 2019 – Possible permanent contract at the end of the 12-month period, depending on the individual.

**Hours:** Monday to Friday: 8.00 am to 5.00 pm

**Salary:** Depending on experience (circa. £22,000 pa)

**Holidays:** 23 days holiday (4 days to be taken over the Christmas shut down from 23<sup>rd</sup> December to 2<sup>nd</sup> January and 19 days available to be taken during the rest of the year), plus statutory bank holidays

**Reporting to:** The position reports to the Marketing Manager

**Interested candidates should apply with CV by email / post to:**

Karen Sutcliffe  
Personal Assistant to the European Directors  
C R Laurence of Europe Limited  
Charles Babbage Avenue  
Kingsway Business Park  
Rochdale  
OL16 4NW  
Email to [jobs@crlaurence.co.uk](mailto:jobs@crlaurence.co.uk)

**Closing Date: Wednesday, 7<sup>th</sup> November 2018**