



Communications Assistant (Swindon)

The Hills Group is seeking a communications assistant to join the existing PR team in County Park.

This new and exciting post will report to the Group communications manager and is required to assist and support all activities undertaken by the department.

Day to day work will include: producing social media content, updating the company's websites, copy writing company marketing material and publications and assisting with their design, handling web enquiries, data gathering and analysis of media, liaising with print and design agencies and internal stakeholders, assisting with event management, along with general administration duties.

This varied role requires experience in using social media and WordPress with a good understanding of digital technologies. You will need proven written and verbal communication skills, be proficient in the use of Microsoft packages, with a good eye for detail. Full driving licence required. Experience of working in a similar role would be advantageous.

Please contact the Hills recruitment hotline on 01793 781193 for an application pack, quoting the vacancy reference HGL1150

The Hills group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.

www.hills-group.co.uk