



Digital Communications Assistant Swindon

The Hills Group is looking for a Digital Communications Assistant to join our existing Communications team based in Swindon.

You will be part of a team that is responsible for delivering communications for Hills' operating divisions covering waste management, quarrying and house building, and Group wide employee engagement as well as brand reputation management. This role requires a good understanding of social media, digital communication methods and evolving marketing trends.

What you will be doing:

- Producing social media content and updating the company's websites
- Assisting with delivering email marketing campaigns and identifying appropriate channels for sharing content
- Monitoring website traffic, handling enquiries and creating reports for analysis
- Copywriting company marketing material and assisting with their design
- Liaising with print and design agencies and internal stakeholders
- Assisting with photography and video content creation
- Providing administration support.

What you will need:

- Educated to degree level or hold a relevant professional qualification
- Proficient in the use of Microsoft packages and WordPress, basic understanding of HTML would be beneficial
- Knowledge of SEO, Google Analytics and Adobe Creative suite
- Proven written and communication skills, with a keen eye for errors and high standard of attention to detail
- Ability to self-manage and prioritise your time to achieve targets
- A full driving licence and your own car.

Some experience of working in a similar role would be advantageous.

Please email your CV to join@hills-group.co.uk or contact Hills recruitment on 01793 781199 for an application pack quoting the Vacancy Reference HGL1238.

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