**Marketing Administrator**

As designers and distributors of a highly prestigious group of brands including GP&J Baker, Baker Lifestyle, Kravet, Lee Jofa, Mulberry Home, Threads and Brunschwig & Fils we are looking for a Marketing Administrator to support our marketing team based in the Design Centre Chelsea Harbour.

Duties include;

* Administrative support for new collection launches
* Digital marketing through both email and social media platforms
* Supporting the production of selling tools including virtual pattern books and pattern books
* Managing the company image library
* Supporting the PR function
* Liaising with external suppliers to support the visual merchandising of the London and Paris showrooms, the production of pattern books, and trade show events
* Website maintenance and administration

The ideal candidate will have;

* Knowledge of the textile, fashion or interior design industry
* One years experience within a similar role
* Excellent IT skills including Microsoft and/or G-Suite
* Excellent communication skills

Ideally, you will also have;

* Knowledge of email service providers such as Mailchimp
* Knowledge of design/graphic design packages such as InDesign and Photoshop
* Basic knowledge of HTML

We offer a competitive salary and benefits package depending on the skills and experience of the successful candidate.

If you would like to be considered for this role please apply via our website: <https://www.gpjbaker.com/careers-2/>