

## **Administrator/Marketing Assistant Apprentice**

### **4fx Design and Multimedia Ltd – Milton Keynes**

Design, multimedia and marketing company: traditional and online design, websites, apps and marketing.

This is an excellent opportunity for the applicant to gain, general administration, office and marketing experience, in a design led environment. An interest in design and online marketing would be beneficial. Knowledge/experience of Excel and any design software would be advantageous.

This is an exciting opportunity for the right candidate to join a dynamic, established and progressive design company based in Milton Keynes.

Main responsibilities will include:

- General office / administration duties
- Answering phones
- Taking detailed messages
- Updating database
- Filing
- Obtaining supplier quotes
- Credit control
- Managing email marketing and liaising with Clients
- Social media marketing (Linked In, Twitter, Facebook)!

**Annual wage: £9,600 - £11,520**

**Working week: 37.5 hours per week, Monday – Friday 9:00am – 5:30pm**



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