

Job Title: **Marketing and New Business Executive**

Position Reports to: **Chief Marketing Officer**



Overview

Recently referred to as the industry's best kept secret by *The Drum* magazine, Unlimited Group is a kick-ass agency collective that works across the marketing mix.

The core agencies that make up the group are; Fever Unlimited (PR and Social), TMW Unlimited (Customer Engagement), Prophecy Unlimited (CRM and Acquisition), Health Unlimited (Health Communications), Nelson Bostock Unlimited (B2B), Walnut Unlimited (Data and Analytics) and Splendid Unlimited (Digital Transformation). www.unlimitedgroup.com

As a Group we are united by an entrepreneurial culture and a single philosophy of 'Unlimited Possibilities.' We work together to make sense of this world of diversified media and we are a trusted partner to brands including Aviva, BMW, Boots, Danone, Google, HSBC, NOW TV, Shell, Sky, Vodafone and Virgin Trains.

Some of our recent campaigns include Lynx #BiggerIssues, NOW TV's Jurassic Jeff and the 'Please Feed the Lions' installation for Google Arts & Culture, as well as the first ever takeover of the Piccadilly Lights advertising screen, to commemorate the centenary of the end of WW1.

Key Responsibilities and Accountabilities

- Support the CMO in day-to-day activities
- Run small-scale projects (e.g. web development)
- Manage intra-agency groups, such as new business and marketing forums
- Represent the CMO in meetings where appropriate
- Reach out to prospective clients
- Contribute ideas and initiatives to development of Unlimited offer
- Day to day manage putting creds together, updating the website, managing updating the show reel for Unlimited
- First port of call for requests to the team
- Support the PR manager on requests
- Support on content across social channels
- Help project manage the Unlimited Possibility guides (liaising with design and Head of Trends)
- Must have a very good eye for detail
- Must show initiative and want to be a step ahead
- Be ambitious
- Want to learn
- Confident with managing up / going around the agencies and talking to people
- Good at nurturing relationships

This position is fast, fluid and exciting, with no two days being the same. We seek a team player who can work under the pressure of short deadlines and embraces being part of a small tight team, while also being confident looking after their own

projects. They will work with a group of five people and form an integral part of Unlimited's marketing department.

We love the work that we do and have lots of fun together.