



Job Title:	Marketing Assistant	Level/Salary Range:	Dependant upon experience
Department / Group:	Marketing	Travel Required:	Yes
Location:	Blackburn/Bolton/Bury	Position Type:	Permanent
Department Contact:	Lauren Myers	HR Contact:	Lisa Kennery - Director

About Us

Pierce Group is a leading operationally independent firm of business advisors supporting owner managed businesses. Based in Blackburn, Bolton and Bury the firm's core client base of owner managed businesses resides in East Lancashire but extends throughout the UK and Internationally.

Being operationally independent best places us to understand, advise and support owner managers on a myriad of business issues, in the fields of compliance, business specific and tax consultancy, corporate finance and its forensic practice. We work in partnership with many other professional services across the Northwest, bringing a trusted full suite of support to clients.

About The Role

We are looking for a proactive and creative Marketing Assistant to support our growing team, with a particular focus on social media management and event coordination. The ideal candidate will bring relevant marketing experience – either through a recognised qualification or appropriate hands-on experience, along with organisational skills and a keen eye to detail.

Key Responsibilities/Duties

- Assist in planning, organising and delivering client events and internal functions
- Coordinate event logistics
- Create and design marketing content for our social media platforms, newsletters and website
- Support email marketing campaigns
- Monitor and report on marketing performance (social media analytics, campaign success, event attendance)
- Ensure brand consistency across all marketing materials and communications
- Liaise internally across all offices to gather content and promote services
- Conduct market and competitor research to support marketing strategies
- Regularly update the website

Soft Skills

- Positive attitude and takes initiative
- Excellent communication skills
- Excellent working relationship with colleagues and clients
- Personable
- Reliable
- Inspirational
- Passionate

- Excellent organisational skills

Why Join Pierce?

Pierce is a fantastic place to work and continues to grow. With growth comes tremendous opportunities. We are excited to see what the future holds developing our business and our people. As a leading operationally independent practice we have unparalleled opportunities to push the right candidates through the business.

- A well-established firm – over 95 years
- A growing and forward-thinking firm

Key Benefits (more detailed in interview)

- [Pension with salary sacrifice option](#) – helping you save for your future.
- [33 days annual leave inclusive of bank holidays](#) – time out to focus on what's important to you.
- [Hybrid working](#) – we all work in different ways and we give you flexibility to manage where and when you work.
- [Employee referral bonus](#) - we're always looking for talented individuals to join our team.
- [Varied learning & development opportunities](#) - continuous development for your professional qualifications and career aspirations.
- [Simplyhealth](#) – helping you take care of your health and wellbeing.
- [YOLO Wellbeing](#) - unique, sensory experience leaving staff feeling relaxed, refreshed and more focused.
- [Electric car scheme and onsite electric charging](#) – enabling staff to own a new electric car for less and charge for free at work.
- [Cycle2Work scheme](#) – enabling staff to purchase a new bike for less.
- [Free independent mortgage advice](#) – supporting you at any point on the property ladder, find the best deal for you.
- [Regular social events](#) – time away from work to have fun with team socials and firmwide events.
- [Client referral scheme](#) – we offer generous financial rewards for helping Pierce to grow our new client portfolio.