

Company: Managed Mail Service Ltd
Job title: Business Growth Executive
Location: 8 Deer Park Road, Zeal House, London, SW19 3UU
Hours: 25 Hours per week
Salary: National Minimum Wage

Background

The employee will be involved in the marketing & development of our new done for you print and post services for individuals and businesses. Details can be found here: <https://www.managedmailservice.co.uk> we have a desktop tool for Mac & PC, mobile app and email 2 print solutions already built and so just need help with the marketing and fulfilment of providing these time and money saving technology to clients.

We are start-up business working from an office in South Wimbledon, London but currently most of the team based overseas. You will be working alongside the managing director and assisting him kick start the business.

Requirements

The ideal candidate must really WANT to work in a *small* business and deeply understand that the hard work comes long before the perks. You must also be someone who wants to learn a wide range of business skills, have a strong work ethic, problem solving mind-set and be someone who is results driven & happy to held accountable during times when targets and deadlines have been reached and times when they have not been.

Responsibilities

As the company grows and changes so will your daily tasks but roles will include answering prospect and client questions via the phone and email, helping them trouble shoot any bugs and technical issues, updating the website with articles and new web pages as well as the dealing with the post and other personal assistant duties.

In due course we will also be adding more and more online and off-line marketing channels to the business which have a direct response element and so you will be assisting in the creation and perfection of these campaigns.

Benefits

- Hands On Experience on What it's Like to Work for Start-Up
- Experience in MANY Different Areas of Business
- Extensive Experience on a Variety of Direct Response Marketing Channels
- Flexible Working Hours – May be able to accommodate school runs / hours for another job
- Potential Further Role at the Company after Initial 6 month term

Desired Values

- Hard Working & Focussed Individual
- Hungry to Learn & Happy to Multi-Task
- Keen to Master Direct Response Marketing (not brand marketing)
- Doesn't Mind Being thrown in the Deep End & Has "Problem Solving" mind-set
- Ideally has Experience working for a Small Business (i.e. worked in family business as a child)

Position & Pay

The role will initially be for six months and on at least 25hrs per week (can be flexible and potentially incorporate school runs and the hours of another part time job) on National Minimum Wage. You will be working from our office on an industrial estate in South Wimbledon (SW19 3UU). Around 10 minutes from Morden Road Tram Stop, South Wimbledon on the Northern Line and a bus stop. There is also a lot of on-street parking nearby too.