# Job description

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| **Position title** | Assistant Brand Manager |
| **Date** | 01 February 2024 |
| **Line Manager title** | Senior Brand Manager |
| **Grade** | 10 |

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| Purpose |

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| Reporting to the Senior Brand Manager, the Assistant Brand Manager is responsible for overseeing and completing design projects and projects requiring a design element for the business. They will have designated areas of responsibility within the design portfolio including the majority of mid sized projects that come into the team.  The Assistant Brand Manager will have a particular focus on supporting our marketing activities across both print and digital spaces, and our sales functions by developing assets to include within their bidding activities. |

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| Key responsibilities |

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| To manage design projects and campaigns for teams across SUEZ, ensure their needs and objectives are met whilst still following the brand style and applying standards.   * On each project, they will be responsible for working on a concept from the brief; overseeing the design development and detailing; ensuring this aligns with the internal or external client's expectations whilst remaining in line with the SUEZ brand strategy and company guidelines. Depending on the project they will either oversee and work with a design agency on the design elements or undertake the design work themselves. * They will manage a range of print, digital/electronic and formatting projects at the same time, and will be responsible for seeing all these projects through to completion, whilst keeping all project stakeholders up to date with progress.   To be a brand champion alongside the Senior Brand Manager.   * Assist in communicating procedures and policies with regard to design and brand to relevant stakeholders. * Ensure all collateral produced contributes to the strengthened value of the brand. |

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| Skills |

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| * An excellent understanding of Microsoft programmes (Excel, PowerPoint and Word) and producing and amending within these programmes. * The ideal candidate should have an eye for design and a thorough interest in brand. * They should have an understanding of all areas of marketing, particularly digital marketing. * They will need to have strong attention to detail. * They will need project management skills, problem solving skills and the ability to work to deadlines. |

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| Behaviours |

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| * The Assistant Brand Manager should be helpful, a team player and have the ability to question colleagues further to identify the key objectives of any project, so that they can provide design solutions and advice that are successful whilst still meeting brand style and standards. * Having strong ethics is also important as it is fundamental to ensuring brand integrity and preserving reputation. |

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| Knowledge |

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| * The right candidate should have an interest in brand, as well as a background in developing brand materials or marketing collateral. * The most important aspect is having experience working within a communications, brand or marketing team and a passion for brand. |

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| Specific candidate requirements |

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| * Minimum three years’ experience working in a communications, brand or marketing team. * Keen eye for detail and accuracy * Well developed written, proofing and reviewing skills. |

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| Qualifications |

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| * Qualification in marketing, communications or brand (not essential) |