



Digital Communications and Marketing Officer Communications and Marketing Officer

Are you ready to join the fight against cancer and improve the lives of millions of patients?

Do you want to help tell the story of our mission to change the future of lung cancer patients?

We are looking for someone with excellent interpersonal skills, writing abilities and technical understanding to join our experienced and professional team.

Key facts

- Two roles in Marketing and Communications available
- Permanent / part time: (22.5 to 30 hours a week)
- £29,614 - £35,326 p.a. pro rata
- Resident in UK. Hybrid in-person and remote-working. Ability to travel to Oxford office 1-2 days a week, pro rata. (Subject to health regulations in force at the time.)

What we offer

- Work alongside leading marketing and communications, IT, sales and medical product development experts.
- Hybrid-working in an effective and communicative virtual environment.
- Modern office in Oxford's historical centre, with great connectivity (5 minute walk to the train station, 1 hour to central London).
- Pension plans and 25 days annual leave (pro rata).

Digital Communications and Marketing Officer	Communications and Marketing Officer
<p>Your role will include</p> <p>Communication with a range of different audiences including external partners and stakeholders such as healthcare systems, universities and PR agencies.</p> <p>Updating and maintaining the company website and syndicating stories on social channels and in email outreach.</p> <p>Curating customer data and maintaining the accuracy and integrity of the Salesforce/Pardot CRM.</p> <p>Working with the Head of Marketing and Communications to deliver company strategic objectives.</p>	<p>Your role will include</p> <p>Communication with a range of different audiences including external partners and stakeholders such as healthcare systems, universities and PR agencies.</p> <p>Preparing for conferences and producing multi channel marketing materials.</p> <p>Delivering a constant stream of content for publications, collaborations and customer use cases and stories across a range of media channels.</p> <p>Working with the Head of Marketing and Communications to deliver company strategic objectives.</p>

<h3>Digital Communications and Marketing Officer</h3> <p>Essential skills</p> <ul style="list-style-type: none"> • Existing and ongoing right to work in the UK • Strong written and spoken English skills, including grammar • Communication skills in multiple modes: a concise and clear presenter and a thoughtful listener • Experience with Salesforce / Pardot CRM at user and/or administrator level. • Experience with website and social media content management including writing html and css. • Ability to produce and send newsletters and email communications to customers • Confident user of Microsoft Word, Excel, PPT and other similar applications • Experience with Adobe software (Photoshop, InDesign, Illustrator) – ability to demonstrate proficiency or willingness to learn • Ability to provide organisation support to events 	<h3>Communications and Marketing Officer</h3> <p>Essential skills</p> <ul style="list-style-type: none"> • Existing and ongoing right to work in the UK • Excellent command of written and spoken English, including grammar • Excellent communication skills in multiple modes: a concise and clear presenter and a thoughtful listener • Crafting email messaging to multiple customer audiences and stakeholder groups • Ability to deliver comprehensive event support at conferences etc • Writing PR pieces • Confident user of Microsoft Word, Excel, PPT and other similar applications • Experience with Adobe software (Photoshop, InDesign, Illustrator) – ability to demonstrate proficiency or willingness to learn • Ability to assist with website and social media content management
<p>Desirable skills</p> <ul style="list-style-type: none"> • Wordpress admin experience • Established design skills in Photoshop, InDesign, Illustrator • Production skills in video software • Good understanding of data gathering and analytics • Experience in medical technology marketing or communications 	<p>Desirable skills</p> <ul style="list-style-type: none"> • Salesforce / Pardot CRM user level experience • Established design skills in Photoshop, InDesign, Illustrator • Production skills in video software • Good understanding of data gathering and analytics • Experience in medical technology marketing or communications

How to apply

To apply, please send a CV and a short covering letter listing your relevant experience to Joanne Baker hr@optellum.com

Closing date

18:00 GMT 20 April 2023

More information

<https://optellum.com/careers/>