



Part Time Digital Communications and Marketing Officer

Permanent / Part time 22.5 to 30 hours per week

£29,500- £35,500pa pro rata

Resident in UK. Hybrid in-person and remote-working. Ability to travel to Oxford office 1-2 days a week.

Your role will include

- Work alongside leading marketing and communications, IT, sales and medical product development experts.
- Communication with a range of different audiences including external partners and stakeholders such as healthcare systems, universities and PR agencies.
- Updating and maintaining the company website and syndicating stories on social channels and in email outreach.
- Curating customer data and maintaining the accuracy and integrity of the Salesforce/Pardot CRM.
- Working with the Head of Marketing and Communications to deliver company strategic objectives
- Able to communicate with a range of different audiences including external partners and stakeholders such as healthcare systems, universities and PR agencies.
- Updating and maintaining the company website and syndicating stories on social channels and in email outreach.

Essential skills

- 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

Desirable

- 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

What we offer

- 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 plan, annual bonus and 25 days annual leave plus bank holidays (pro rata)

Optellum is an Equal Opportunities Employer. We are committed to creating a diverse and inclusive workplace and welcome applications from all qualified candidates regardless of race, gender, disability, religion/belief, sexual orientation, or age.

If you are excited about the opportunity to work with a talented and dedicated team to make a difference in the fight against lung cancer, we would love to hear from you.

How to apply

Please send a CV and a short covering letter explaining your relevant experience to

hr@optellum.com

Closing date 18:00 GMT 8 June 2023

Applicants must be located in the UK and have the existing and ongoing right to work in the UK without restrictions as sponsorship is not provided.

Early application is advised as interviews will take place as applications are received.

First stage interviews will be by MS Teams and second stage at our offices in Centre of Oxford.

More information

<https://optellum.com/careers>