

**Position: Marketing & Sales Assistant**

**Classification: Full-time**

**Location: London**

**Salary: competitive based on experience**

Since its inception in 2005, MLex has rapidly become a leading resource for exclusive market intelligence, analysis and commentary to finance, investment and legal professionals. We are currently looking for a dynamic professional to take up the position as Marketing & Sales Assistant with immediate effect.

As Marketing & Sales Assistant you will be based in our London office and will focus on managing all incoming customer enquiries. Part of your job consists of providing assistance to our sales force, as well as maintaining and updating the MLex contact database. You will also spend a fair amount of time work to develop new marketing tools for MLex. You will also be working with MLex advertising as well as liaising with external advertising clients and conference organizers regarding their advertising possibilities on the MLex platform.

The ideal candidate will be of graduate caliber and have a firm background in business administration and/or marketing and have an affinity with sales and IT.

**Role and Responsibilities:**

- Responsible for handling customer enquiries and responding and escalating where appropriate
- Managing and training new MLex administrators for existing clients.
- Responsible for maintaining the MLex contact database
- Assist in the mailing distribution of MLex Magazine
- Responsible for the full production and distribution cycle of communication tools such as brochures, Power Points, leaflets, e-blasts
- Liaise with internal/external web designers and graphic designers for production of electronic and print communication tools including website content.
- Website updates
- Carry out administrative tasks as required within marketing communications projects.
- Liaising with external conference organizers, managing the advertising platform.
- Event planning and organizing

**Requirements**

- Excellent oral and written communication skills (fluency in written and spoken English is essential)
- Excellent IT skills (MS Office, Photoshop, Illustrator, InDesign, SQL database)
- Attention to detail and high level of accuracy
- Ability to work efficiently with a sense of initiative and commitment
- Ability to prioritize tasks and pay attention to detail, even when under time pressure

If you are interested in this opportunity please send your cover letter and CV to [careers@mlex.com](mailto:careers@mlex.com) with "Marketing & Sales Assistant" in the subject.