



## **Barefaced Studios: Vacancy**

### Trainee / Junior Level Account + Marketing Coordinator

<b>Days:</b>	Initially 3 days per week (ideally Tuesday, Wednesday, Thursday)
<b>Location:</b>	Finsbury Park (N4) Zone 2 North London
<b>Salary:</b>	£70 - £80 per day DOE
<b>Experience:</b>	0 for trainee level, or 1 year's relevant experience for junior level

#### **We Are:**

We're a small, independent design studio + creative agency. Our services span brand design, web design, graphic design, strategy and creative services such as illustration, photography, videography. We mostly work with startups and SMEs across property, finance, the arts and food + beverage. We like hummus, burgers, lucky cats and competitive games of giant jenga.

#### **About The Role:**

We're a small and very friendly team (we actually like hanging out together... outside of work!) so whilst your key responsibilities will be based upon client management and marketing, we also need help with general office duties. Following initial training, you will be given a handful of our clients to look after and creative projects to oversee. This role offers scope to grow with the company, training opportunities including the chance to try new skills such as graphic design (optional), and the chance to become a master giant jenga player.

A summary of some of the tasks associated with the role:

1. **Client account management** - includes liaising with clients, creating / refining briefs for the creative team, responding to inquiries, updating client packs, issuing invoices.
2. **Marketing** - includes devising concepts for marketing campaigns for client accounts, social media, copywriting.
3. **General duties** - filing receipts, ordering stationery and print, answering the phones, database entry, post runs, maintaining a tidy office, attempt to keep plants alive.

#### **Are You The One?**

We're looking for someone special, does this sound like you:

- Kind, patient, calm, friendly and approachable - with a good sense of humour (or, at least, you are happy to laugh at our jokes)
- Enthusiastic, not afraid to muck in and keen to make a great impression
- Eye watering organised, incredibly efficient and with good initiative
- Excellent written and verbal communicator
- Reliable, hardworking and willing to learn
- A hunger to do well will get you noticed, being a fit with our team will get you hired!
- Fan of hummus or burgers (both is a bonus)

#### **How To Apply:**

Please send the following to [info@barefaced.co](mailto:info@barefaced.co) by **midnight on Friday 18th January 2019**.

1. Your CV



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2. Your top 5 reasons why hiring you will massively improve our agency, delivered as a bullet pointed list - each bullet point should incorporate no more than 50 words.