

Assistant Market Manager

Job Description

Post Title:	Assistant Market Manager
Management:	The Assistant Market Manager will report to the Market Manager. The Assistant Market Manager will have no line- management responsibilities but will supervise and assist in the management of subcontractors in the day-to-day operations
Job Summary:	The Assistant Market Manager will support the Market Manager in coordinating the setup and staging of the market and completing the daily market administration processes and best practise. The role will include managing the recruitment process for new traders and supporting the Market Manager with developed events and marketing activity and proactively manage events, social media and marketing/ PR promotions.
Key Responsibilities:	<ul style="list-style-type: none"> • Responsible for the business administration processes; proposing systems and with Manager agreement, create, implement, review and use best practise to keep in good order all compliance and general administrative paperwork • Responsible for managing social media platforms, content creation, website updates, trader promotions and Market events and promotion. • Carry out, along with the Market Manager, daily rent collections and responsibility for completing subsequent paperwork • Within scope of skills and experience report maintenance and remedial work and assist in the management of contractors • Respond to trader enquiries and escalate to Market Manager any concerns or feedback. • Assist on the development of new market activity; managing active enquiries, arranging to view space, updating the website with accurate information, promoting events and propose marketing strategies and report on insights i.e. footfall, lead generation, social media insights etc. • Monitor and maintain levels of the on-site marketing materials and assist in managing stock levels and timely re-order cleaning and stationery materials • Maintain good work relationships with traders, landlord, retail tenants and other stakeholders • Maintain good working relationships with project partners, media, suppliers and contractors • Ensure Health and Safety is maintained and correct documentation is in place • Always Act with a positive attitude and in the best interest of Castlepoint Markets Ltd • Undertake other duties commensurate with the level of responsibility and expertise as may be required by the company from time to time.
Working Hours	The post is a full time post, working 40 hours per week, with a requirement for working weekends