

## Wanted: Events and Marketing Coordinator

Temporary post to cover Maternity Leave, starting in May 2010 for a minimum of 8 months.

We are looking for a bright and switched-on individual to join our busy office.

You will be working on a range of projects, but the main focus of your time will be on event management, event administration and assisting the design team with marketing campaigns.

The ideal candidate will be an excellent communicator with previous experience in running events. You will also be confident using Microsoft Office to construct and maintain databases, produce mail merges and reports. A flair for copywriting and proof-reading would be an additional bonus and a high level of attention to detail is essential.

Travel away from home and some overnight stays will be required.

In return we are offering an attractive salary, 5 weeks holiday per year, private medical cover and after 3 months you will be eligible to join the company bonus scheme.

Please send your CV to: [careers@yarrington.co.uk](mailto:careers@yarrington.co.uk)

Closing date: Monday 29th March

Yarrington is an equal opportunities employer

Yarrington Ltd, Sansaw Business Park, Hadnall, Shrewsbury SY4 4AS