

Locale Look Content Executive Up to £22,500.00 pa (depending on experience)

About us:

The Locale Group is a multi-award winning communications and services organisation providing estate management applications, occupier engagement and wellbeing programmes for some of the UK's most prestigious property brands and iconic landmarks. We are reimagining how properties can be serviced using new technologies, doing away with outdated manual processes and traditional thinking.

Locale Look, a recent subsidiary of The Locale Group, is a content driven communications solution, offering property managers and occupiers the opportunity to engage dynamically with their building and local community. Locale Look creates customer centric, relevant content for single or multiple channels, which is displayed on digital screens in locations chosen by the properties. Flexible, proactive content management ensures that the right content, is seen by the right audience in the right location at the right time.

The Role:

The role of Content Executive is central to the success of this new enterprise. Reporting into the Locale Look Manager, the Content Executive will be responsible for all template design and content creation, set up and scheduling content on the content channels using various software programmes, in line with client requirements. The successful candidate will be an experienced designer, with creative and systems management skills, but must also have strong customer servicing and communications skills.

Essential Requirements

- Degree, or equivalent, in Graphic Design
- Experienced in using
 - Adobe creative software
 - Photoshop
- Experience of Content Management
- Strong Communications & interpersonal skills
- Great Customer Service Approach
- Strong organisational skills & attention to detail

Desirable Requirements

- Experience of Adobe Premier Pro
- 3 years' work experience in design, preferably in communications
- Experienced web designer

Key Responsibilities:

- Gain full understanding of Locale Look proposition, USP's and business benefits
- Deliver high quality design and creation service, offering advice where necessary
- Become expert in use of the content management system (CMS)
- Deliver full content management services including loop creation, time lengths and scheduling for all clients
- Understand and deliver against client agreements
- Create excellence in Customer Service, meet minimum SLA, and Customer Charter levels
- Develop excellent working relationships with other Locale departments
- Develop strong relationships with key suppliers e.g. software and hardware providers. Feedback issues and work through to resolution with minimum disruption
- Regular meetings with Locale Look Manager to discuss on-going business, improvements, and initiatives.
- Take on any other duties which are required on an ad-hoc basis.

Attributes required:

- Proactive
- Open & Honest
- Collaborative
- Personal Responsibility
- "Can Do" Attitude
- Keen to learn
- Willingness to put forward new ideas

Benefits:

As well as engaging work and exciting long-term opportunities the company has a relaxed working environment, with a casual dress code, monthly staff socials (such as a trip to the circus, punting in Oxford, a round at the pub or movies nights with take away) and free beer Fridays. There are plenty of staples available like free breakfast cereal, soup for lunch, a well-stocked cookie jar and sweetie bowl (or fruit bowl if you'd prefer) and a bean to cup coffee machine (coffee is very important!). The company also offers full time employees a private health scheme. Every year we also have a lavish Christmas dinner!

Application:

Applications will be considered on a rolling basis. Locale is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of race, sex, disabilities, religion/beliefs, sexual orientation or age.

Please send your CV, along with a covering letter, to recruitment@locale.co.uk telling us something interesting about yourself and explaining why you are the perfect fit for Locale.

No canvassers or recruitment agencies please.