



Job Title:	Marketing and Business Development Assistant (P/T) (343)		
Department/Group:	Marketing	Reports to:	Development Director
Location:	Dunmurry	Travel Required:	No
Level/Salary Range:	£26,500 per annum (pro rata)	Position Type:	Permanent Part-time (20hrs per week)
Date Posted:	16.02.26		
Posting Expires:	04.03.26		
Applications Accepted By:			
EMAIL: recruitment@precisiongroup.co.uk Subject Line: (Job Title)	MAIL: Recruitment Precision Group 28 Campsie Ind Estate Derry-Londonderry BT47 5XX		
Job Description			
<p>The Precision Group has been providing innovative, high-quality services to businesses and industry for almost 40 years. We offer a range of services including Facility Support, Building Services, Utility Data Capture, Engineering & Industrial Services and specialist Process Equipment Refurbishment.</p> <p>Due to continued business growth and success, we are seeking a proactive, creative, and detail-oriented Marketing & Business Development Assistant (Part-Time) to support our team in driving brand awareness, lead generation, and client engagement.</p> <p>This role is ideal for someone who is organised, commercially aware, and eager to contribute to both strategic marketing initiatives and business growth activities. You will work closely with senior leadership to support sector-specific campaigns, pipeline development, and brand positioning.</p>			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Develop and deliver targeted marketing campaigns for each sector within the company, from concept through to execution and performance analysis.• Assist in planning, creating, and scheduling content across social media, email marketing, website, and other digital platforms.• Create engaging marketing materials including brochures, presentations, proposals, case studies, and other collateral.• Design marketing adverts and visual content using Canva in line with brand guidelines.• Monitor engagement metrics, analyse campaign performance, and prepare monthly marketing reports with actionable insights.• Update website content and monitor website performance, including user engagement and SEO optimisation.			



- Support brand consistency across all communications and platforms.
- Research potential clients, sectors, markets, and partnership opportunities to support lead generation strategies.
- Support the preparation of tender submissions, pitch documents, and business proposals.
- Proactively contact prospective clients by telephone to identify and assess their Facility Management requirements.
- Occasionally attend networking events, exhibitions, or industry events to support business development activity.

GENERAL

- Stay up to date with marketing trends, competitor activity, and industry developments.
- Contribute ideas to improve marketing effectiveness and business growth strategies.

THE PERSON:

- Degree in Marketing, Business, Communications, or a related discipline.
- Minimum 2 years' experience in a similar role.
- Experience using email marketing platforms.
- Proficiency in Canva, MS Office, social media platforms, and CRM software.
- Excellent written communication skills and strong attention to detail.
- Excellent verbal communication skills.
- Ability to work independently and use initiative.

DESIRABLE:

- Previous experience in B2B marketing.
- Proven experience in lead generation.
- Experience creating marketing campaigns from concept through to execution and performance analysis.
- Knowledge of SEO best practices.
- Experience using Google Analytics and/or other web analytics platforms.
- Experience developing and maintaining innovative marketing campaigns.