Digital Content Assistant

Salary: Dependent on experience and skills

Contract type: Permanent, Full-time

Location: Redhill, Surrey

Reports to: Magazine Editorial Lead & Digital Content Manager

Who We Are

Quartz is a leading organiser of B2B exhibitions and conferences as well as a publisher of market-leading business magazines and directories that truly support the industries they serve.

Quartz Group encompasses three companies: Quartz Business Media Ltd, Quartz Business Events Ltd, and Quartz Sequoia Events. The industries that Quartz currently serves include; Aluminium, Cleaning & Hygiene, Physical Activity, Glass, Oils & Fats, Steel, Tobacco, Vaping and Sustainable Manufacturing.

Our Values

We are more than just a workplace; we offer a vibrant community fuelled by a "family-like" ethos.

Our core values - trust, integrity, passion and teamwork – are the driving force behind everything we do, together with a relentless "can-do" attitude, an unwavering determination to succeed, and an unyielding focus on prioritising our customer's needs.

Our Offer

Working at Quartz is an exceptional opportunity for ambitious and passionate individuals. Our entrepreneurial business model creates an exciting and fast-paced environment where every idea is valued. We offer a supportive atmosphere perfect for career growth, with a professional yet flexible working environment that encourages and rewards hard work and commitment.

As part of our working arrangement, we offer the option to choose your preference in working hours; 8am-4pm, 8.30am-4.30pm or 9am to 5pm, to what better suits you.

Not only that, but we are proud winners of the Exhibition News Awards "Employer of the Year" for 2024!

Our culture is second to none, with a friendly and approachable team waiting to welcome you! To hear from our team on what makes Quartz so great, visit our website: Quartz Business Media | Our people & culture (quartzltd.com).

The Role

We are looking for a Digital Content Assistant to support the editorial and digital publishing team across multiple magazine brands.

This is an exciting opportunity for someone passionate about content creation, digital publishing, and audience engagement. You will assist with writing, editing, and publishing content across websites, digital magazines, newsletters, and social media platforms.

You will also play a key role in webinar coordination, industry research, and performance tracking, ensuring that content remains engaging and optimised for digital audiences.

Core Responsibilities

- **Content Creation:** Assist in writing and sourcing editorial content for digital magazines, websites, and newsletters.
- **Editorial Support:** Help edit and proofread articles, ensuring they meet house style and brand guidelines.
- **Website & SEO Updates:** Support the regular updating of the website with news, features, and event information, ensuring SEO best practices are followed.
- **Social Media Management:** Assist in scheduling and managing social media posts to enhance engagement.
- **Webinar & Event Support:** Help coordinate digital events, webinars, and speaker management.
- **Newsletter Production:** Assist in creating and distributing newsletters with compelling content.
- **Time & Deadline Management:** Work with contributors to ensure content is delivered on time.
- **Analytics & Performance Tracking:** Monitor engagement and content performance across digital platforms.
- **Industry Research:** Stay updated on industry trends and suggest relevant content ideas.
- **Stakeholder Communication**: Liaise with contributors, media partners, and advertisers as needed.
- **General Editorial Assistance:** Support the team with administrative tasks and additional editorial projects.
- **Ad-hoc Duties:** Undertake any other duties as requested.

Key skills

- **Sector Knowledge:** Some understanding of the publishing and media sector is advantageous.
- **Adaptability:** Ability to adapt quickly to evolving digital trends and audience behaviours.
- **Organisation & Pressure Handling:** Excellent organisational skills, with the ability to multitask and meet deadlines in a fast-paced environment.
- **Communication:** Strong writing, editing, and proofreading skills, with a keen eye for storytelling.
- **Technology:** Proficiency in Microsoft Office (Word, Excel, PowerPoint), digital publishing tools, CMS platforms, and social media scheduling tools.
- **Marketing & Engagement:** Basic understanding of social media marketing and audience engagement strategies.
- **Analytics & Performance Tracking:** Ability to interpret engagement data and adjust content strategies accordingly.
- **Professional Standards:** High level of professionalism and attention to detail
- **Flexibility:** Able to accommodate extended working hours around key events and travel when required.

Experience

- **Experience:** Some demonstrable experience in journalism, content creation, or digital publishing is advantageous.
- **Education:** Degree in journalism, communications, English or related field is desirable but not essential.

Interested in this position?

- Please send your CV and a cover letter to careers@quartzltd.com. We look forward to hearing from you!