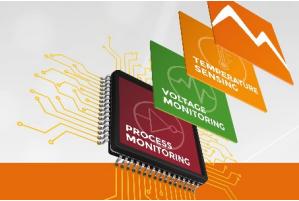


Role: Marketing and Sales Assistant

Reporting to: VP of Marketing

Based: Plymouth, UK, Full Time

In-Chip Monitoring
Subsystem Solutions



About the Company:

Moortec Semiconductor is no ordinary company. We are looking for talented and enthusiastic self-starters with inquiring minds who are willing to support our cutting edge work in semiconductor IP design.

We licence our in-chip monitoring products to a range of Blue Chip companies around the globe. From modest beginnings in 2005, we have now established ourselves as market leaders and a forward-thinking company with a truly global reach.

Our working environment is welcoming and friendly and you'll be surrounded by some of the brightest minds in the industry and world-class Engineers. It doesn't matter if you're not from an engineering background but it's always important you can share our company values of; Expertise, Team Ethos, Honesty and Balance.

We offer an excellent salary and benefits package, flexible working arrangements, regular social events and modern offices in one of the most beautiful areas of the UK.

About The Role:

We are rapidly expanding and have recognised the need for a highly capable, enthusiastic and experienced individual to join our team to develop our ambitious Marketing and Sales activities. Specifically, we are seeking a highly motivated Marketing and Sales Assistant to help grow the brand and increase revenue. The successful candidate will support and expand the existing customer accounts spanning across North America, China, Taiwan, Japan, South Korea, Israel and Europe. This role will grow with the individual and there is plenty of autonomy.

Responsibilities and Duties:

- Assisting with maintenance and updating the Customer Relationship Management system (CRM) and generate reports when required
- Provide assistance in progressing sales leads and opportunities through the sales pipeline, which may include handling of NDAs, License Agreements and sending targeted marketing material to customers
- Following up on leads to support growth and increase company revenue
- Assisting with writing blogs, press releases and social media articles
- Assisting with the maintenance of social media accounts in order to drive traffic to the company website
- Assisting with the maintenance and updating of the company website
- Assisting with the planning, writing and evaluating high quality marketing campaigns
- Working with technical writers on new articles and whitepapers
- Organising attendance at conferences and exhibitions (Bookings & Logistics) and attending when required
- Assisting the VP of Marketing with market research projects
- Attending weekly marketing meeting to report on progress

Qualifications & Experience:

- At least 2 years marketing experience. Sales experience also desirable but not essential
- Must be highly motivated, enthusiastic and have the ability to manage their time effectively
- Exceptional communication skills - written & spoken and fantastic attention to detail
- Ability to self- motivate and meet deadlines
- Ability to work well as part of a team and be adaptable
- Must have good computer skills (Microsoft Word/Excel/Publisher)