

We're
recruiting.

Communications &
Project Assistant

IN

EXETER

Opportunity: Work In Exeter.



InExeter Communications & Project Assistant

Location: Exeter city centre

Job Type: Full time, 1-year fixed term

Salary: £24,000 per annum

Are you a proactive individual with a passion for project management and communication? Do you thrive in a dynamic and innovative environment?

We are currently seeking a Project & Communications Assistant to join our vibrant team at InExeter, Exeter's business improvement district. In this role, you will play a crucial part in supporting the implementation of projects and communication strategies to enhance our city and support local businesses.

Key Responsibilities:

Support the Marketing & Communications Manager in executing communication strategies.

Coordinate and implement various projects that support businesses and help make the city welcoming and attractive.

Provide administrative support to the team and assist in office management tasks.

Job Description.



InExeter Communications & Project Assistant

Key Skills:

Strong organisational abilities with excellent communication skills.
Proficiency in Microsoft Office suite and social media platforms.

This role offers an excellent opportunity to gain valuable experience in project management and communications within a dynamic and innovative organisation dedicated to the growth and development of Exeter's business community. If you are a proactive individual with a passion for supporting projects and communicating effectively, we encourage you to apply.

[Download the role profile.](#)

Please send in your CV and a covering letter outlining why your skills and experience are suitable for the job based on the job description and which should be no more than 2 sides of A4 to info@inexeter.com.

Closing Date: Wednesday 8 May 12pm.

Interviews:

Must be available for interview in person on Monday 13 May at the InExeter Office, 22b Waterbeer Street, Exeter EX4 3EH.