

Recruitment Pack

Thank you for your recent enquiry regarding vacancies at NetBooster UK.

We have put together some introductory information about the Company and the vacancy advertised; we hope you find this useful.

Details of how to apply are contained within this pack; please read these carefully before submitting your application.

We look forward to hearing from you.

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Person Specification

Junior Account Executive – PPC Digital Marketing

NetBooster have the ideal opportunity for an enthusiastic graduate of Mathematics, Finance or Business looking to kick-start their career in digital. We are looking for a PPC Junior Account Executives to join our dynamic team of digital marketing professionals in our PPC centre of excellence in London.

You must be fluent in English (both written and oral) **and also be fluent in German** (both written and oral).

We are looking for candidates with a keen interest in PPC specifically. An analytical mind and problem solving skills are a must; you will have a head for figures and be able to analyse large data sets to draw valuable insights. Your Microsoft Excel skills will be advanced, with a solid working knowledge of pivot tables, vlookups and other advanced functions.

You should also have good documentation skills and possess the ability to converse well with others, providing consultation, support and feedback to clients and team members in a clear and understandable way.

Working alongside an experienced team you will have direct input into paid search advertising campaigns and strategies for NetBooster's established client base, and will be expected to take responsibility for your own work and outcomes.

We want you to grow with NetBooster, so we will not only offer a range of on the job training, but we will also help you to grow and develop your digital career.

Expectations are high and you should strive for success, but always with the support and backing of NetBooster's talented and experienced team. If you succeed, we succeed.

Company: NetBooster UK is a forward thinking digital marketing agency with offices in London and Cornwall. As a leading 360-degree digital agency our services span across search engine marketing (SEO, PPC), social media, display and affiliate marketing, and data intelligence for renowned UK and international clients.

Location: Victoria, London

Start Date: January/February 2017

Salary: circa £20,000.00 per annum depending on experience + benefits (see below). Please note that the salary specified above will be pro rata for part time or fixed term contracts.

Additional benefits: Aside from working with a great team of people we also provide a range of benefits including: 25 days holiday, a healthcare scheme, pension scheme, death in service insurance, eye tests, fresh fruit in the office, a monthly contribution to health and fitness activities of your choice, regular massage sessions and great staff parties!

Work environment: We're always looking to do things better, whether through new technology or new ideas. While we love working hard to solve problems and find new ones,

we've also created an atmosphere where individuality is embraced, the dress code is casual and pride in our work is our common denominator.

If you're smart, interested in solving challenging problems, enjoy life and want to work with a talented and dedicated team of digital specialists, then NetBooster might be a good fit for you. NetBooster will provide you with a dynamic environment and fantastic working conditions.

Contract: Permanent, full time contract subject to satisfactory completion of a 3 month probationary period, after which there is a 2 month notice period.

Essential skills and experience: The essential skills and experience that we are looking for in the successful candidate are detailed below; please demonstrate how you meet these criteria in your CV and covering letter:

Skills: Most importantly, you will need a desire to produce the best quality results for our clients. In order to do this:

- You will be fluent in English both spoken and written, with the ability to converse and communicate accurately in this language;
- Fluency in German (both written and oral) is **essential**;
- Advanced user of Microsoft Excel with a solid working knowledge of pivot tables, vlookups and other advanced functions;
- You will have an analytical mind and possess problem solving skills;
- You will be a creative thinker and possess excellent attention to detail;
- Have good documentation skills;
- You will be able to demonstrate good communication skills and possess the ability to converse well with other team members and clients in a clear, understandable way;
- You will demonstrate a strong work ethic, with a positive and flexible attitude, with the ability to work independently and as part of a team.

Experience: The ideal candidate will:

- Ideally have a minimum of one years experience in office based employment but consideration will be given to candidates with a desire to develop their skills in a fast-paced environment;
- Be fully conversant with Microsoft office applications, email and Internet;
- Have permission to work in the UK (please note that we do not accept applications from candidates who do not have the correct permissions/visa to work in the UK);
- Either have your own transport or the ability to travel independently to the office;
- Be willing to travel to industry/client events.

Education:

- You will be educated to degree level in either Mathematics, Finance, Business or other analytical related subject;
- You will possess GCSE (or equivalent) in English and maths at grade C or above.

If this role appeals to you, we would love to know!

Deadline for applications: 28th February 2016. Please note that we will be interviewing throughout April/May and therefore the vacancy may be filled before the deadline.

You can apply online at www.netbooster.co.uk/careers and upload your CV and covering letter direct to us.

Alternatively you can email your CV and covering letter to ukjobs@netbooster.com.

Job Specification

Junior Account Executive

Goal: To support the team on PPC account management

Reporting to: Account Manager

Key responsibilities include, but are not limited to:

- To gain an deep understanding of the digital marketing industry;
- To provide support to the team working on elements of client projects as directed;
- Provide comprehensive research as briefed;
- Identify ways in which PPC strategies can be improved and feed this back to the team;
- To become competent in using PPC administrative tools and techniques;
- To communicate effectively with other team members and provide feedback where necessary;
- Maintain records as appropriate and ensure all related documents are filed in an orderly manner;
- To maintain and update records relating to working practices and procedures for use by other team members;
- Travel to industry events where applicable;
- To pursue continuing professional development in relation to the role and its duties and responsibilities as agreed through appraisals or at other times;
- To undertake ad hoc assignments from time to time and other duties as requested by management;
- To bring to the attention of the marketing and technical teams any PR, marketing opportunities or industry developments that may arise as a result of your work;
- To understand and ensure the full observation of your contract of employment, the companies operating procedures and policies and its health and safety obligations.

How to apply

If you would like to take the next step in your career at one of the UK's leading digital marketing agencies and if you believe you have the skills we are looking for then please do apply.

Apply online

You can apply direct by completing our online application form at www.netbooster.co.uk/careers and upload your CV and covering letter. This is the fastest way to ensure your application reaches us before the closing date.

Or you can email your CV and supporting letter to ukjobs@netbooster.com before the closing date.

Making your application

Candidates are asked to submit their full CV for consideration. We would also recommend that you provide a covering letter detailing your interest in and suitability for this particular role, taking into consideration the essential skills we have outlined in the person specification.

Interviews

We will review all applications after the closing date and those candidates short listed will be invited to attend an interview at the relevant UK office. Candidates will be asked to bring to interview proof of identity (i.e. passport), work status (i.e. appropriate Visa's if required) and proof of qualifications.

Overseas applicants

Please note that whilst NetBooster UK Ltd welcomes applications from overseas applicants we cannot employ any person who does not hold a valid UK work visa, nor are we able to assist with your application for such a visa. All employees will be expected to commute daily to their base office.

About NetBooster

NetBooster is an international marketing agency, native to digital, with a holistic approach to creativity, technology and media to bring the right message to the right people at the right time. At NetBooster we operate in real time; rethinking, adapting and utilising live data to decode, predict and react to consumer behaviour and engagement in intricate detail - as it happens.

Our extensive global network of 800 experts located in 25 offices across the globe, means that we have the capacity to deliver both local and multinational marketing solutions with the same attention to detail, regardless of scale, budget or territory.

The NetBooster Group has been built via tactical acquisition of the best performers in our local markets making us experts at what we do. We combine enterprise level tools and dedicated specialist teams, who work seamlessly together across global and local markets as one team, guaranteeing the same quality service delivery for our multi-territory clients.

Founded in 1998, during the early years of the emerging internet phenomenon, NetBooster was a pioneer within Search Engine Optimization. NetBooster has evolved into a full service marketing agency with a strong digital focus, offering a holistic approach to technology, creativity and media with specialist units across the group of experts in each field of marketing including; Search Engine Optimisation (SEO), Pay-Per-Click Advertising (PPC), (Real Time) Media Trading, Affiliate Marketing, Analytics, Data Intelligence, Social Media, Facebook Advertising, Email Marketing, CRM Intelligence, Mobile, Online Video, Strategic Consultancy, Website Development, Creative Advertising Campaigns and Consultancy & Training.

NetBooster UK Ltd employs more than 60 staff and has offices in London and Cornwall. We pride ourselves on our capacity to deliver a diverse range of Internet marketing expertise across our network, derived from extensive experience with many notable brands.

Our services

NetBooster UK Ltd 's dynamic, engaging and vastly experienced team thrive on building strong client relationships, paying an obsessive level of attention to detail! We go out of our way to deliver the best value and ROI for our clients, and have a flexible approach so we can adapt to changing priorities and tailor our solutions specifically to our client's requirements.

We specialise in the full range of digital marketing. By using a unique mixture of search engine marketing services, NetBooster UK Ltd can help ensure our clients reach the maximum number of potential customers online. We integrate the chosen mix into a full 360-degree digital marketing service optimising our client's online presence and increasing campaign potential. And, most importantly, the first priority of our flexible approach is to build a strong ongoing relationship with our clients and ascertain their specific requirements - both from the offset and going forwards. We're not a company that likes to rest on its laurels; we'll stay in

constant touch to ensure that our clients are happy with our service, allowing us to adapt to changing priorities as and when needed.

You'll find more information on our website: <http://www.netbooster.co.uk>