



# Marketing Apprentice with Why? Change

## Candidate Brief

AESSEAL plc, Mill Close, Rotherham, S60 1BZ



# AESSEAL® overview



AESSEAL® is part of the AES Engineering Ltd Group, a global engineering and reliability leader with sales exceeding £283 million. We design and manufacture mechanical seals and seal support systems that keep industry moving, and our innovations are engineered to minimise environmental impact, helping customers cut waste, save energy and combat climate change.

We're proud of an exceptional reputation and an equally strong commitment to social responsibility. Careers at AESSEAL® are built on opportunity. We develop talent from apprenticeships upwards, give people room to grow, take on responsibility and progress into management roles.

Explore our day-in-the-life videos to meet the teams and see what your next role could look like. Employees are encouraged to make a difference beyond the day job, working with schools to inspire future engineers and entrepreneurs, sponsoring GUTS events, and driving our mission to achieve global Net Zero.

Our culture of excellence is recognised with 16 King or Queen's Awards and numerous ISO certifications across quality, health and safety, environment, cybersecurity and more. With year-on-year sales and profit growth, and over £61 million invested in facilities and machinery, AESSEAL® offers the resources, stability and ambition that make it a uniquely rewarding place to work.



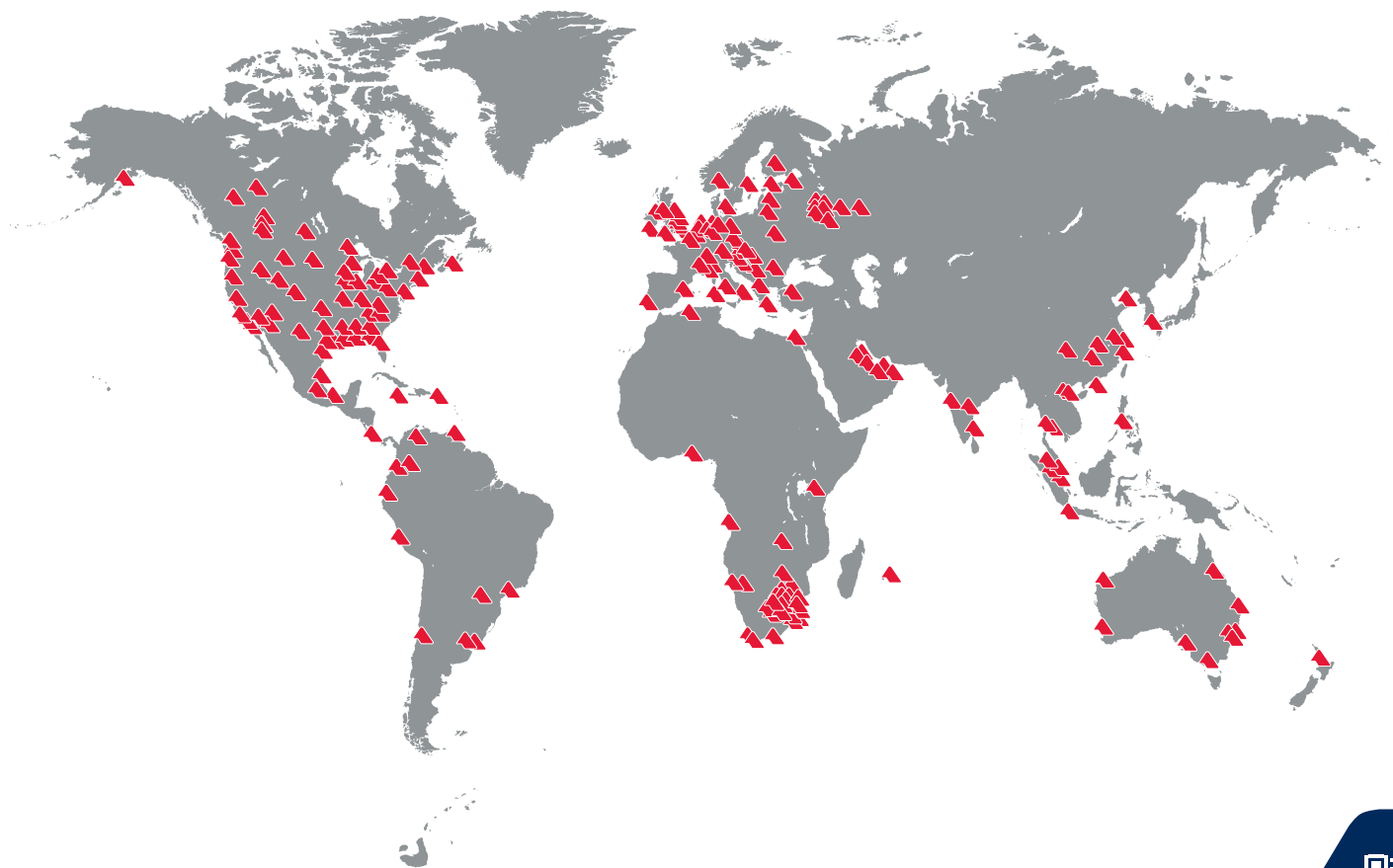
Our Purpose is to give our customers such exceptional service that they need never consider alternative sources of supply.

- We pursue excellence in order to continuously improve.
- We promote, embrace and manage change.
- We champion honesty and fairness.
- We are committed to protecting the environment.
- We create an environment where we are happy at work.

Our vision is to become the leading global reliability business, delivering solutions to help industries save water, energy, cut pollution, and create a better world.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today we have 69 businesses from 108 locations, serving over 100 countries, and employ a global network of sales engineers and technical support specialists.

C. J. Rea, Managing Director



At AESSEAL®, we recruit and develop the most talented individuals, whether that's in engineering, sales, service, or support roles.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today we have 69 businesses from 108 locations, serving over 100 countries, and employ a global network of sales engineers and technical support specialists.

Working collaboratively across our global operation, we are one 'family' community, where teamwork is encouraged and clarity, mutual respect, and understanding are key. If you would like to find out more about our current vacancies and apprenticeship schemes, please navigate using the careers menu.

## What are the benefits to working for AESSEAL®?

- Pension Scheme including Salary Sacrifice
- Aspire to Retire Scheme
- Life Assurance
- Length of Service Scheme (5 years, 10 years, 15 years, 20 years, 25 years, 30 years and 35 years)
- Mindful Employer – Supporting Mental Health
- Cycle2Work Scheme
- EV Car Scheme – partnered with Octopus Energy
- BenefitHub – exclusive discounts, rewards and cashback
- STAR Awards - £250 Amazon Voucher
- Sporting Tickets
- Westfield Health cover at discounted rates
- Help@Hand – Employee Wellbeing and Mental Health
- AES Tree Walk
- Free On-Site Parking and EV Charging Facilities



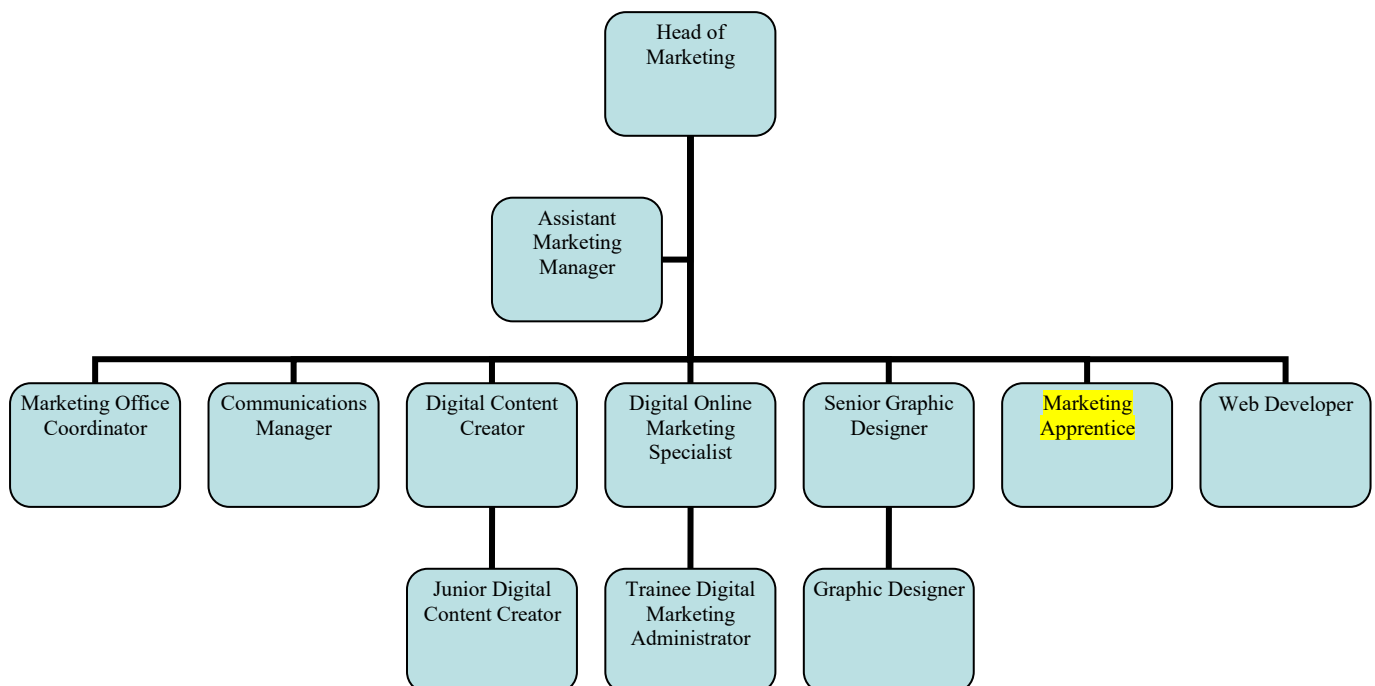
We are seeking a motivated and detail-oriented Marketing Apprentice to join our dynamic team. This role is ideal for someone with a genuine interest in marketing who is keen to develop strong administrative and organisational skills while working towards a Level 3 Business Administration qualification.

This is a full time, office based role located in Rotherham. We are a world-leading design and manufacturer of mechanical seals. We use the very latest technological advances, alongside with our commitment to the environment to help engineering plants around the world save money, save water and save the planet.

This is an excellent opportunity for someone looking to build a career in marketing within the manufacturing industry, working as part of an experienced, passionate, and supportive department.

The successful candidate will support the Marketing team in delivering and developing marketing activity across the business. The role requires a balance of creativity and commercial awareness, alongside strong attention to detail and a willingness to learn.

## Organisational Chart



## Principle Accountabilities:

### Administrative Support:

- Provide comprehensive administrative support to the Marketing department, helping to ensure the smooth day-to-day running of the team.
- Assist with the preparation and collation of performance reports, including analytics from platforms such as LinkedIn and HubSpot, under supervision.
- Support the creation and formatting of presentations and documents to assist the Sales organisation and wider business.
- Assist with sourcing quotations from external suppliers, raising purchase orders, and supporting the management and organisation of Marketing stock and inventory.
- Support internal project administration tasks such as raising and tracking purchase orders, logging invoices, and liaising with Purchasing and Finance to support marketing activities and events.

### Marketing Operations:

- Support the planning and delivery of marketing campaigns across multiple channels, including digital, print, internal communications, and events, under the guidance of senior team members.
- Assist with the scheduling, coordination, and updating of content across digital platforms such as LinkedIn, websites, and internal systems, ensuring information is accurate and up to date.
- Support the preparation and basic analysis of campaign performance information, including social media activity, engagement levels, and content reach, helping the team to review effectiveness under supervision.
- Assist with management of marketing materials and stock, including monitoring quantities, and reviewing stock level reports.

### Customer and Internal Service:

- Provide a high standard of service to internal stakeholders, acting as a first point of contact for general marketing queries and responding in a timely, professional manner.
- Support communication with external contacts, including branches, suppliers, and overseas colleagues, ensuring requests are acknowledged and actioned appropriately.
- Assist with the coordination and distribution of marketing materials, such as brochures, posters, digital assets, and PDFs, ensuring the right materials are supplied to the right audiences.
- Represent the Marketing team professionally when supporting activities that involve customers, visitors, schools, or community stakeholders.

### Project Coordination:

- Collaborate with team members on marketing projects.
- Provide practical support for the planning, coordination, and delivery of events and exhibitions, including internal events, open days, and external engagement activities.
- Assist with the organisation and coordination of Tree Walk visits, Factory for the Future tours, school engagement activities, and visitor programmes, including preparation of materials and schedules.

**N.B this list is not exhaustive, the job holder is required to carry out reasonable tasks within the level of skill and ability.**



# Skills, knowledge and experience



Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE's or equivalent in Maths and English.</li> </ul>	
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Organisational skills - the ability to prioritise tasks, manage time effectively and maintain accurate records.</li> <li>Attention to detail.</li> <li>IT Proficiency.</li> <li>Teamwork.</li> <li>Problem-solving.</li> </ul>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>Administrative Experience.</li> <li>Digital Familiarity.</li> <li>Event Coordination Basics.</li> <li>Business Administration Practices.</li> <li>Basic Marketing Principles.</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Confident.</li> <li>Proactive.</li> <li>Dependable.</li> <li>Adaptable.</li> <li>Team-oriented.</li> <li>Positive attitude.</li> </ul>	<ul style="list-style-type: none"> <li>Creative.</li> <li>Customer focused.</li> <li>Detail oriented.</li> </ul>

AESSEAL plc, Mill Close, Rotherham, S60 1BZ

**Email:** [Careers@aesseal.co.uk](mailto:Careers@aesseal.co.uk)

