



Marketing & Experiential Trainee

Seeking an enthusiastic and confident individual, for a junior trainee role at the **Morgan Motor Company Limited**. Based at our busy and vibrant Visitor Experience Centre which receives more than 30,000 visitors each year.

The Company: Located in Malvern, Worcestershire, Morgan Motor Company Limited is an innovative British sports car manufacturer which has operated in a niche automotive sector since its launch in 1909.

The Role: Joining the Company at an exciting time and working as part of a small team, you will be fully trained in all aspects of the Marketing & Experiential functions of the business. The role will be varied and will support a number of areas within the department, including but not limited to the following.

Key Responsibilities will include (when fully trained):

- Answering incoming telephone calls and handling customer enquiries for Morgan Experience
- Welcoming visitors and customers to the Morgan Experience Centre
- Booking factory tours and drive experiences for customers both over the phone, by email and in person.
- Hire car administration to include initial enquiries, bookings, and payments via online booking system
- Administration of voucher bookings – both direct & third party
- Co-ordinate outgoing mail from the Centre
- Assisting with refreshments for management meetings, customers, etc
- Assist with the Morgan retail shop, both on-site and online. To include serving customers in the shop & assisting with stock (counting of and re-stocking)
- Assisting with online imagery & branding
- Support of content generation and implementation of social media and digital strategy across Morgan channels – including taking photos & videos, uploading to social accounts and maintaining a cadence of relevant content
- Showing media and guests around the factory
- Periodic audit and housekeeping of the global Morgan Motor Company website
- Assisting the team to prepare cars ready for handovers and generally interacting with vehicles
- Supporting photo and video shoots with media at the factory
- Helping to co-ordinate vehicle build books and support with photographic build record photography
- Assisting to help maintain and update key marketing documents, such as handbooks, specification sheets, content for screens

Occasional Duties

- Attendance at shows & events.
- Saturday openings every 3-5 weeks – in return for lieu day within the following 4 weeks.

Skills, Experience and Personal Attributes Required

Full training will be provided but we would expect:

- Qualification or experience in events/marketing/hospitality
- A passionate people person
- Strong communication skills with the ability to speak with confidence to customers and visitors from all over the world, in person and over the phone
- A creative person with a flair for design and photography
- Possess a passion for the brand
- Good general knowledge of social media and how people consume content
- Accurate IT and keyboard skills
- Good knowledge of Microsoft Office platforms
- Strong results in Maths and English
- Professional and co-operative attitude with a commitment to adhering to process and procedure
- A self-motivated individual who can display initiative if difficult situations arise
- Must demonstrate an adaptable approach and display an openness to adapt quickly
- Must be of smart and tidy appearance
- Must be committed to training and personal development

Terms & Benefits

- 37.5 hours per week to include some weekend work.
- Apprentice salary of £4.50 per hour for first 3 months, rising to £6.50 per hour for following 9 months, then further review at 12 months based on age.
- 33 days holiday per year
- Pension scheme from age 22 (5% contribution from Morgan)
- Private Medical Insurance (BUPA) from age 18
- Cycle2work scheme
- EV Salary sacrifice scheme
- Enhanced Paternity, Maternity & Sick Pay benefits

To apply send your CV and a covering letter to careers@morgan-motor.co.uk