

Vacancy: Marketing Assistant

- Contract type: Part time (30 hours per week), Permanent
- Location: Leith, Hybrid
- Salary: £20,200 per annum (£25,250 FTE)
- Line Manager: Marketing Manager

At Bookspeed we're on a mission to put more books into the world, and we're looking for a Marketing Assistant to help us do that.

We are a fun, creative, customer-focused books wholesaler, curating and supplying gorgeous book ranges for an exciting mix of retailers. Our customers include quirky owner-led boutiques and well-known brands, such as Oliver Bonas and Moonpig, as well as independent farm shops, garden centres and many of the UK's leading heritage sites and attractions, such as the National Trust and the Natural History Museum.

We also work hard to make Bookspeed the best place to work, placing an emphasis on wellbeing, inclusion, flexible working and fun.

The role

We're looking for a creative and enthusiastic **Marketing Assistant** to help bring the Bookspeed brand to life. You'll play a key role in creating and sharing content across social media and email — all while we get ready to launch our brand-new website. From writing posts to snapping photos and sharing videos, you'll help deliver our content calendar and can contribute your own ideas and take ownership of content projects, all with support from the Marketing Manager to help you grow and develop. It's a great time to join a growing team and build your marketing skills in a fun, fast-moving environment.

What you will be doing

- Planning, creating and scheduling engaging content across social media and email
- Developing your own content ideas, with the freedom to take the lead
- Supporting customer-focused digital campaigns, including Book of the Month and other series.
- Writing and editing website and promotional copy
- Helping with creative projects, from photoshoots to print materials
- Tracking performance and keeping our marketing materials stocked and up to date
- Assisting with advertising, artwork, and prospect outreach

What we're looking for

- A genuine interest in marketing and a desire to build a career in it
- A creative mindset and an eye for good design
- Basic knowledge of marketing principles
- Some experience with Adobe Creative Suite — or keen to learn!
- Able to meet deadlines and stay organised
- Enjoys being hands-on with creative projects

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It's a bonus if you also:

- Have strong writing skills
- Are curious about design, marketing and retail trends

We believe diverse workforces make successful working environments, but research has shown that some people from under-represented backgrounds won't apply for jobs if they feel they don't tick every box. If you think that might be you and you'd like to work for us, we encourage you to apply.

Working pattern

This is a part-time, permanent role at 30 hours per week. Hybrid working is available, and we're open to discussing flexible hours or alternative working patterns to suit your needs.

How to apply

Please submit an online application OR send a copy of your CV with a brief covering note to recruitment@bookspeed.com by 4th July

Shortlisted candidates will be contacted and invited to an initial interview. We may run second interviews. If you haven't heard from us within three weeks once the advert is closed, unfortunately your application has been unsuccessful on this occasion.

We want to make applying for our vacancies accessible to all. If you need support to complete your application, please email with your request to recruitment@bookspeed.com.