



LONGNOR HERITAGE  
Conserve, Comply, Construct

# Marketing Administrator

Preserving the past, building the future

## The Role

We're seeking a proactive Sales & Marketing Administrator to support daily operations and drive business growth. You'll manage admin tasks, help deliver our marketing strategy, and play a key role in client engagement.

## Key Duties

- Support the Director with admin and sales tasks
- Manage website, and marketing materials
- Process orders, quotes, and invoices
- Liaise with clients
- Lead generation and follow up

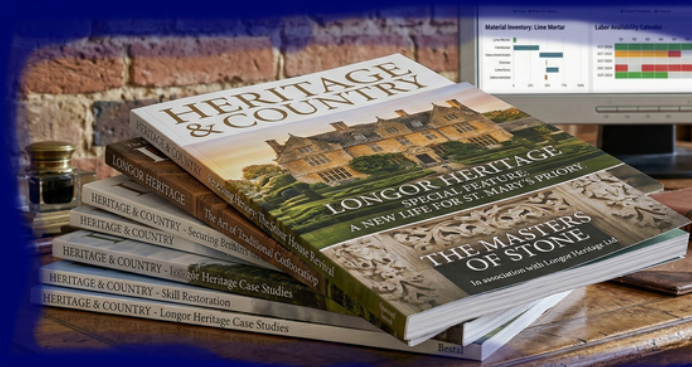
## Requirements

- Experience in sales, marketing, or admin
- Strong communication skills
- IT Proficient
- Detail-oriented, proactive, and team-focused

## Benefits

- £31K per annum
- Pension scheme
- Free parking & canteen
- Build the business with us
- Great office in the countryside

Please apply in writing in strictest confidence with CV to [Admin@LongnorHeritage.co.uk](mailto:Admin@LongnorHeritage.co.uk)



**Longnor Heritage Ltd.**

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