



**Mergers & Acquisitions and corporate finance
advice for technology companies**

Marketing administrator – London – July 2021

Hampton is an international Mergers and Acquisitions and corporate finance advisory firm with offices in London, Frankfurt and San Francisco. The firm's core offering is advisory services in the sale of companies or significant equity stakes of enterprises in its focus areas: Automotive Tech, IoT, AI, Fintech, Cybersecurity, AR/VR, Health Tech, Digital Marketing, Enterprise Software, SaaS & Cloud, E-commerce.

To support Hampton's successful growth, we are seeking to appoint a German-speaking Marketing Administrator to support the marketing activities and general administration of the team in London. The position will include a minimum 4-week training/induction period in London.

We offer an excellent working climate in a highly dynamic team with opportunities with market-standard terms.

As a marketing administrator, your responsibilities include:

- ▶ Supporting all parties at Hampton with event management from inception to closing, including coordination with partner firms, outreach, curating and sorting registrant lists
- ▶ CRM management and updates
- ▶ Uploading all content provided by internal or external sources such as reports, blogs, or copy content to the website
- ▶ Curating and editing visual assets e.g. images and videos for the website
- ▶ Monitoring Hampton's online presence, flagging any page errors or bad website health
- ▶ Carrying out database backups and assisting in the regular clean-up of various Sharepoint folders
- ▶ Supporting marketing team and analysts with research into potential new marketing activities and promotion
- ▶ Supporting ad-hoc administrative requests including the preparation of paper marketing/brand materials, visitor greeting and office management
- ▶ Answering any administrative inbound email/phone queries regarding report downloads or events
- ▶ Assisting with visitor greeting and in-person event coordination once in-person business conferences have resumed

Your skillset/requirements

- Required
- ▶ Degree and/or equivalent work experience (preferably in events or administration)
 - ▶ You are native in German and fluent in English and have outstanding oral and written skills
 - ▶ You are team-oriented, highly self-motivated, committed, proactive and capable of working independently
 - ▶ Experience with MS Office (Outlook, Word, Powerpoint, Excel, etc.)
 - ▶ Excellent skills in organisation and prioritisation
- Desired
- ▶ Experience with WordPress, Typo-3, Adobe Creative Suite

We encourage interested candidates to submit their application with a cover letter and CV to careers@hamptonpartners.com with the subject line "Marketing administrator – July 2021".