



## Marketing Executive, Idox Assets

### Home Based, with occasional travel

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### About the role

We're looking for a proactive and creative **Marketing Executive** to join the **Assets Division at Idox**, supporting the Head of Marketing and Marketing Manager across multi-sector and multi-region campaigns. You'll be involved in supporting marketing activity across the entire customer journey — from awareness through to conversion, retention, and advocacy.

As a Marketing Executive you'll develop and deliver written and visual content, support omni-channel demand generation, and create sales enablement tools that empower the commercial team. This particular Marketing Executive role is an ideal stepping stone for someone with a mix of digital, creative, and campaign experience who is looking to grow into a future Marketing Manager position.

You'll support three key solution areas within the division:

- **CAFM** (Computer-Aided Facilities Management)
- **Asset Tracking** (especially in healthcare and community settings)
- **Engineering Information Management** (supporting complex industries like infrastructure, nuclear, and utilities)

Idox will provide learning and opportunities with a variety of projects and experienced colleagues to mentor you. We encourage you to stretch professionally, whilst at the same time enjoying a sustainable work-life balance, with flexible working.

### Key responsibilities

- Support go-to-market plans and campaign execution across CAFM, Asset Tracking, and Engineering Information Management solutions
- Create high-quality marketing content, written and visual, for use across email, social, blogs, landing pages, brochures, presentations, and sales decks
- Build and manage newsletters for prospects and customers using HubSpot
- Help run demand and lead generation campaigns across multiple digital channels
- Support sales enablement efforts by developing tools that help Sales engage and convert leads
- Assist with social selling content and scheduling, particularly on LinkedIn
- Work with the wider corporate team to plan and deliver virtual and face-to-face events
- Monitor and report on campaign performance to support continuous improvement
- Maintain consistent branding and messaging across all assets and touchpoints

**Idox. Do more.**

- Coordinate with stakeholders across Marketing, Sales, Product, and Customer Success teams.

## To be successful, you should bring:

### Essential:

- 1–3 years' experience in a B2B marketing role
- Excellent copywriting and proofreading skills
- Basic design and layout skills using Adobe InDesign (or similar tools)
- Experience using HubSpot (or other marketing automation platforms)
- Strong understanding of digital marketing channels and campaign planning
- Organised, self-motivated, and confident managing multiple tasks and deadlines
- Strong stakeholder communication and coordination skills
- Comfortable using campaign and channel data to refine and optimise performance
- Eager to grow into a more senior role within the marketing function.

### Desirable:

- Experience working across multiple sectors or regions
  - Familiarity with LinkedIn social selling or Sales Navigator
  - Experience supporting webinars and physical event logistics
  - Video editing or visual storytelling skills.
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## About Idox

Our specialist software solutions power the performance of government and industry, driving productivity and a better experience for everyone. Built around the user and designed in collaboration with experts who have worked through every detail of every process from end-to-end, our hard-working process engines deliver exceptional functionality and embed workflows that drive efficiency and best practice with a long-term focus for regulated environments.

Through the automation of tasks, the simplification of complex operations, finding scalability as operations evolve, and more effective management of information, we help our customers harness the power of Digital, so they can do more. We employ over 700 staff in the UK and worldwide, including Europe, North America and Asia, so some travel to meet colleagues may be required.

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## Our Values



### **Dynamism**

We shape our future



### **Responsibility**

We are accountable for our actions



### **Integrity**

We do the right thing



### **Valued**

We value each other



### **Excellence**

We set the benchmark for quality

# DRIVE

The core values taking us forward

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## Our Culture

We are ambitious in working together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. Idox is a company where we can all be ourselves and succeed on merit, where we respect all our employees, customers and communities in which we live, work and are a part of.

We recruit and reward employees based on capability and performance – regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, educational background, national origin, religion or physical ability. Each office location worldwide, is free to respond to local needs to create a culturally sensitive workplace for everyone. In doing so, we want every employee to feel our commitment to showing respect for all and encouraging open collaboration and communication.

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## Our Benefits



### **Flex to Fit**

We recognise that for individuals, the opportunity to work flexibly can enable them to achieve a better work-life balance along with a greater sense of responsibility, ownership and control of their working life. During the pandemic, all our employees successfully transitioned to remote working and we are open to conversations on work patterns to suit our employees needs such as change to working times; part time working; term time working; 9-day fortnight. We are proud to be a flexible employer enabling effective hybrid working for our employees.



### Family Friendly

We understand how important family is to our employee and provide support through difficult times such as bereavement as well as offering excellent pay and leave benefits for parents and carers welcoming a child.



### Health & Wellbeing

Our Workplace Wellbeing team provide support and resources on mental health and lifestyle. We also provide 24/7 confidential help via our employee assistance programme.



### Be Heard

You will have the chance to impact change within Idox by having your voice heard via our CEO live broadcasts; making suggestions to Idox Voice forum or sharing your ideas in our company newsletter, Inside Idox.



### Community

You will have the opportunity to participate in community and social activities, as well as group wide fundraising ventures. We prioritise sustainability and ethical impact on our communities and we pledge to allow our employees to carry out volunteer work.



### Your Development

Our mentor scheme will help you to achieve personal and professional growth through learning from experienced colleagues and you will also have access to online and face to face learning modules including our Leadership Development Programme.



### Financial Security

We offer full company sick pay plus income protection for long term illness and our life assurance cover is provided up to four times annual salary. Our Pension Scheme operates on a Salary Exchange Contribution Basis so you will receive relief from NI contributions.

You are also invited to join our Idox Xtra Share Scheme where every share bought will receive an extra one free from the company.

## How to apply

**Please submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why you feel you would be suited to this role to [join.us@idoxgroup.com](mailto:join.us@idoxgroup.com)**

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions.

## Privacy notice

As part of the recruitment process, we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read our Recruitment Data Privacy Policy here: <https://www.idoxgroup.com/policies>