Senior Content and Digital Executive – Edinburgh

This newly designed role will focus on adding value to our sales promotions and social media, marketing campaigns and business blogs through the creation of content to targeted business audiences. The role will include the creation of compelling content including website copy, blog posts, social media content and product/service descriptions for external literature. You will add value by actively engaging customers and stakeholders and maintaining a cohesive and consistent brand voice.

The role will also undertake the implementation and analysis of our search engine optimisation opportunities and wider competitive web analysis.

You will report directly to the Marketing Manager and will join a team of 4 in total, based in our headquarters in Edinburgh.

Key Skills

- Confident self-starter
- Solutions focused problem solver
- Excellent command of English grammar and spelling
- Proficient in either WordPress, Umbraco or EPiServer
- Strong PC literacy including MS Office and Adobe Creative Cloud
- Extensive interest in and understanding of social media in business with a proficiency to write for social media channels
- Naturally well organised with good attention to detail and accuracy
- Strong communication skills and collaborative work ethic
- Personable, friendly and approachable
- A team player with a can-do attitude

Main Benefits/ Conditions

- Competitive salary dependent on experience
- Main working hours: 8:30am to 5.00 Monday to Friday (37.5 hours per week)
- Auto enrolment into the company pension scheme with minimum personal contribution of 5% matched by a maximum company contribution of 4%
- Employee Assistance Programme
- ISO 9001:2015 (Quality), ISO 14001: 2015 (Environmental), ISO 27001 (Security); Cyber Essentials accredited Company

The Company

Capital Document Solutions is Scotland's largest independent supplier of the world's top-ranked office products to the private and public sectors: Ricoh (No1), Canon (No2), Konica Minolta (No 3) and HP, plus associated print management software and document solutions. We are one of only 8 approved suppliers in the Scottish Government Procurement framework.

Our 200+ employees work out of five branches based in Edinburgh, Glasgow, Aberdeen, Inverness and Dundee. Our reputation in the industry is second to none and has been consistently maintained over the years by our highly trained staff and our dedicated approach to customer service.

If you think you have the potential to excel in this role, send your CV and a covering letter telling us why to: Judith Adamson, People Manager at jadamson@captial-solutions.co.uk