



JOB DESCRIPTION

Job Title: Events & Marketing Executive

Department: Marketing

Company: Moy Group

Reporting to: Marketing Manager

Location:

About Us:

Moy is a leading supplier of high-performance roof waterproofing systems. Headquarters in Dublin with bases in the UK and Europe our innovative, waterproofing solutions and our unparalleled technical support has earned MOY a raft of high-profile clients across the globe and place us at the forefront of this dynamic and competitive industry. As an SME with a dynamic team, we prioritise collaboration, excellence, and continuous improvement in all aspects of our operations.

Role Purpose:

We are looking for a dynamic, highly organised, and proactive individual to support the planning and delivery of exhibitions and events, as well as providing key marketing and administrative support to the team. The ideal candidate will bring creativity, attention to detail, and strong communication skills to help enhance brand visibility and engagement across all markets in which we operate.

This role is ideal for someone with prior experience in a marketing support function and who thrives in a fast-paced, collaborative environment. The candidate should be a forward-thinking, motivated, passionate, and a driven individual with an inherent ability to build great relationships and always strive to do so.

Key Duties & Responsibilities:

- Plan, coordinate, and deliver exhibitions and events, including pre-event planning, logistics, and post-event reporting
- Conduct and present market research to support strategic planning and campaign development in the UK, Ireland, and Europe
- Develop, manage, and distribute branded merchandise in line with brand guidelines and campaign requirements
- Support the delivery and promotion of Corporate Social Responsibility initiatives and report on their outcomes
- Provide general marketing administration support including supplier liaison and content coordination
- Create scripts and written content for marketing campaigns across various platforms where required (brochures, press releases, website content, social media, etc.)
- Ensure all marketing materials are aligned with corporate branding guidelines
- Work with various internal team members to increase and improve internal engagement and assist with the delivery of programmes and marketing projects



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- Support internal communications initiatives, keeping teams informed of marketing activities and gathering input to improve internal engagement
- Collaborate with partners and associations to coordinate key communications and engagement initiatives
- Assist with the development and execution of new marketing initiatives, including social media campaigns, brand collaborations, and events
- Liaise with internal teams to ensure timely delivery of tasks and programmes
- Support internal communications strategies to keep teams informed of marketing activity and promote alignment across departments

Key Skills:

- Strong organisational and time management skills
- Excellent communication and interpersonal skills
- Ability to manage multiple priorities and meet deadlines
- Comfortable working independently and as part of a team
- Experience in event planning and coordination
- A keen eye for detail and brand consistency
- Proficiency in Microsoft Office and marketing/creative platforms (e.g., CMS, social media tools, Canva, Mailchimp)

Qualifications:

- Previous experience in a marketing and/or events role essential
- Qualification in marketing, communications, or a related field is desirable
- Full, clean driving licence preferred

Benefits:

- Competitive remuneration package
- Opportunity to develop and grow in a fast-moving multi-national company.
- Excellent company culture and flexibility within role.
- Company pension (after 6 months)
- 25 days annual leave (rising to a maximum of 30, subject to length of service)
- 2 additional days leave, in accordance with company schemes
- Employee Assistance Program

Moy Materials Ltd is an equal opportunities employer.

How to Apply: Interested candidates should submit their CV, cover letter, and references to Andrew.fitzgerald@moy.group. Please include "Events and Marketing Executive - [Your Name]" in the subject line.



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