

**Marketing Administrator**  
Cambridge, UK

Full-time (5 days a week)

We are currently recruiting for a Marketing Administrator role to help our marketing team promote the Company, its journals and its charitable activities. We publish five important journals and host three community websites that serve the wider biological research community. All have effective marketing and a good social media presence.

We are looking for an enthusiastic and motivated team player to support us with a wide set of marketing activities. You will be part of a dynamic and supportive team and get involved in a variety of projects. As part of the marketing team you will engage with many other colleagues, including editorial teams, production and events.

Core responsibilities include:

- assisting the Head of Marketing and the Marketing Executive with a variety of marketing campaigns around the Company's journals, community sites, Workshops, Journal Meetings, grants and the Company centenary
- using different marketing channels to plan and disseminate consistent marketing messages, including but not limited to: email marketing, social media marketing, advertising, creation of collateral and giveaways
- supporting the department with a variety of administrative tasks that ensure the smooth running of activities

The successful applicant will have:

- experience in a marketing or publishing role with transferrable skills
- demonstrable copywriting, proofreading and organisational skills
- excellent Excel, Word and PowerPoint skills

Experience with various marketing systems (e.g. Wordpress, Google Analytics, Mailchimp) is desirable but not essential.

This is an exciting opportunity within a well-established publishing company. It is a full-time position and is based in The Company of Biologists' attractive modern offices on the outskirts of Cambridge, UK, with the possibility of up to 50% remote working.

The Company of Biologists is a not-for-profit publishing organisation dedicated to supporting and inspiring the biological community. The Company publishes five specialist peer-reviewed journals: Development, Journal of Cell Science, Journal of Experimental Biology, Disease Models & Mechanisms and Biology Open. It offers further support to the biological community by facilitating scientific meetings, providing travel grants for researchers and supporting research societies.

The Company of Biologists is an inclusive organisation and we believe that everyone has a contribution to make. We want all our employees to feel included, valued and appreciated. We believe in equality of opportunity for all staff and encourage applications from all individuals regardless of sexual orientation, gender identity or expression, religion, ethnicity, age, neurodiversity, disability status and citizenship.

To apply, please email [recruitment@biologists.com](mailto:recruitment@biologists.com) with your CV along with a covering letter that summarises your relevant experience, why you are enthusiastic about this opportunity, and your current salary level. For any informal enquiries, please contact the Head of Marketing, Jitske de Vries ([jitske.devries@biologists.com](mailto:jitske.devries@biologists.com)).

The closing date for applications is 1 March 2026, but we will consider applications on a rolling basis so encourage you to apply as soon as possible. Interviews will take place in March.

