Job Description - Aftersales Marketing Specialist

Title: Aftersales Marketing Specialist

Department: Aftersales Marketing **Location:** Griffin House, Luton

The Role

The role of the Aftersales Marketing Specialist would be to work alongside the Aftersales Marketing Programme Managers, helping to manage campaigns, and to assist in providing developmental research and performance information relating to various Marketing Programmes.

Key Responsibilities

To work as required on Vauxhall Projects.

- Assisting in the research and development of marketing programmes through consultation with internal departments and external suppliers including being responsible for the coordination and promotion of key Vauxhall Aftersales programmes.
- Liaise with Marketing Agencies assisting in the production of relevant Marketing Programme material
- Provide Marketing programme updates & sales analysis to the field team and retailers where necessary
- Assist the Retail Support Centre and retailers with programme related customer queries
- Sales analysis of the service channel performance at HQ and retailer level
- Competitive analysis in service channel of other manufacturers/outlets
- Work with the Aftersales Communications Manager in the development of communication material for the service channel. This will involve liaising with the communication/advertising agencies in maintaining budget control for the Aftersales Communication, Accounts, Materials, etc for service
- Assist as required in the implementation of service channel programmes and obtaining necessary approvals per GM processes
- Ensure field teams are fully briefed on marketing programmes
- Write dealer communication articles and marketing releases detailing services available
- Update weekly service channel performance reports
- Effectively manage the national MasterFit Mystery Shop programme

The Marketing Specialist will gain an understanding of promoting After Market products and services in the automotive industry.

Required Skills

Good computing skills preferably including competence in Microsoft applications: Excel; PowerPoint; and Word. Good communication skills - oral and written. A dynamic individual, who is self-motivated and capable of working under his or her own initiative. Good analytical and interpersonal skills and the ability to perform as part of a team. Ability to work with individuals at all levels. A full current UK Driving License is essential.

Preferred Area of Study

Business Studies and/or Marketing

Job Description - Commercial Vehicle Marketing Analyst

Title: Commercial Vehicle Marketing Analyst

Department: Marketing **Location:** Griffin House

Brands: Vauxhall Commercial Vehicles

The Department

The CV Brand team are responsible for defining and managing the UK CV product offer as well as developing the Marketing strategy. The CV marketing Analyst will work within the CV Brand team supporting both the product and marketing areas of the business.

The Role

To assist the CV Brand Team manage and develop the UK CV product offer and help develop and implement the communication strategies.

The CV Marketing Analyst will gain an understanding of product management, including the pricing process, and how to develop and implement multi-channel marketing strategies to meet Brand objectives.

Key Responsibilities

- Support CV Brand, Product and Marketing Managers
- Responsibility for Corsavan product line including specification and pricing strategies
- Liaison with European product team
- Analyse JATO comparison data to determine pricing strategies
- Prepare presentation material for Management reviews
- Liaison with internal stakeholders, media and creative agencies
- Review and provide feedback on agency creative work
- Present suitable strategy recommendation to internal management for feedback and sign-off
- Manage project process from creative through to final execution
- Review CV website pages for accuracy and advise digital team of updates
- Liaise with the Shows and Exhibition team in the planning of CV Show activity and to work on stand duty with the CV Brand Team

Required Skills

Good communication skills - oral and written. A dynamic individual, who is self-motivated and capable of working under his or her own initiative. Good analytical and interpersonal skills and the ability to perform as part of a team. Ability to work with individuals at all levels. Good computing skills including Microsoft Office applications (Excel, Word and Power point). A full current UK Driving License is an advantage. As a result of the placement the student will have increased confidence in themselves and also their ability to complete work on time on budget and in a professional manner. The student will also have experience of working in a very dynamic and fast-paced environment that will help them to gain a view of the reality of brand management and marketing to complement the theories studied at university. The individual will gain experience of working in a highly successful team and becoming an integral part of this structure.

VAUXHALL

Preferred Area of Study
Marketing/Business General with a Product/Marketing element



Job Description - Digital Marketing Specialist

Title: Digital Marketing Specialist Relationship Marketing Team

Location: Griffin House, Luton

Brand: Vauxhall

The Department

The undergraduate will report to the Digital Marketing Manager.

The Role

The online car shopping process is very important – consumers now research car purchases heavily online before buying and are much more informed when they visit Retailers.

The Online Marketing Specialist will be responsible for assisting in the management of digital activity relating to the Vauxhall website and ultimately increasing customer engagement and interaction with the site. The role involves management of the site metrics in order to ensure activity is optimised to promote lead generation for our Retailer network.

The undergraduate will be expected to liaise with numerous Vauxhall internal departments, as well as specialist external agencies handling digital marketing and media activities.

Key Responsibilities

- Supporting in the project management of website content updates.
- Reporting and commenting on the effectiveness of activity on the website metrics.
- Involvement in the integration of the website within paid for search, display and social media activity.
- Reviews of competitor digital activity.
- Recording and monitoring the status of the Online Marketing budget

The student will develop a sound understanding of digital marketing and how this relates to the overall group marketing activity and Brand Management function. An appreciation of the role of specialist external agencies in developing and implementing communications strategies will also be created. This learning will be coupled with an overall awareness of working in the business environment of a major multinational company.



- A hard working, enthusiastic and reliable individual.
- Self-motivated, able to work on own initiative, with the desire to take on responsibility.
- A proactive attitude.
- Computer literate in all Microsoft Office applications.
- A high level of attention to detail and accuracy.
- Good communication skills, with the ability to communicate at all levels both internally at Vauxhall and with external companies.
- A good team player, able to work under pressure to produce accurate work.
- Willingness to spend a little time travelling to visit Agencies, in order to gain some appreciation of the environment at the "sharp" selling end.
- Willingness to attend appropriate internal and external training courses to further develop skills, understanding and knowledge.
- An organised and flexible approach to work, being able to manage several projects at any one time.
- An understanding of the Internet and good communication skills.
- A basic level of technical knowledge would be preferable.
- A current driving licence would be an advantage.

Preferred Area of Study

Business Studies and/or Marketing



Job Description - Direct marketing Specialist

Title: Marketing Specialist – Vauxhall **Department:** Marketing Communications

Location: Griffin House

Brands: Vauxhall

The Department

The Marketing Specialist works within the GMUK Marketing Communications team, who handle all campaign-related marketing (via all channels) as well as CRM and Response Handling.

The Role

To assist the DM Communications Manager and Brand Managers to develop communications plans around specific briefs and ensure their successful execution in conjunction with the appropriate agencies and internal stakeholders. The Marketing Specialist will gain an understanding of all below the line Marketing activity.

Key Responsibilities

- To communicate Vauxhall brand campaigns through project management of Direct Mail and email.
- To help review and select creative work of agencies, and represent them within Vauxhall marketing.
- Work closely with DM Communications Manager, Brand Management and ATL Advertising teams to
 effectively communicate carline messages through Direct Mail and Digital Channels (Online ads, site
 sponsorships, Social Media and email), Vauxhall CRM programme etc
- Assist in preparing briefs to Relationship Marketing agencies based on the brief received from the Brand Team:
- Present suitable concepts to internal stakeholders for feedback and sign-off
- Manage project process from creative through to final execution
- Ensure that telemarketing and response handling agencies have all necessary materials, and that they are appropriately briefed to handle activity.
- Maintain day to day relationship with fulfilment and response handling agencies and pro-actively address issues that arise.
- Be accountable and aware of the metrics for reporting on the success of any given campaign.

Required Skills

Good communication skills - oral and written. A dynamic individual, who is self-motivated and capable of working under his or her own initiative. Good analytical and interpersonal skills and the ability to perform as part of a team. Ability to work with individuals at all levels. Excellent computing skills are required including Excel, PowerPoint & Word.



As a result of the placement the student will have increased confidence in themselves and also their ability to complete work on time and on budget and in a professional manner. The student will also have experience of working in a very dynamic and fast-paced environment that will help them to gain a view of the reality of marketing as a comparison to the theories studied at university. The individual will gain experience of working in a highly successful team and becoming an integral part of this structure.

Preferred Area of Study

Marketing/Business General with a Marketing element



Job Description - Fleet Communications Co-ordinator

Title: Fleet Communications Co-ordinator

Department: GM UK Fleet Communications

Location: Technical Centre

Brands: Cadillac, Saab, HUMMER, Vauxhall and Chevrolet

The Department

Fleet Sales is currently the only part of the business to be responsible for the Sales, Marketing and Communications for all of the GM brands operated in the UK. Fleet Sales is part of the Sales, Marketing and Customer Care department (SM&CC), and responsible for new car sales to the 25-plus business sector. The Fleet Communications department creates and controls all marketing: programmes, events, new car launches, direct marketing, prospecting, websites and communications used within Fleet Sales for all of the GM UK Brands. We are also responsible for the prospect marketing to the B2B market (sub 25), along with the marketing, communications and events for GM UK Special Vehicles, Vauxhall Rental, Saab Rental, the GM UK Fleet Demonstration programme and the GM UK Fleet Management Programme (Company Cars)

The Role

To assist and support the Fleet Communications Manager in all activities. Support the whole of the Fleet Communications Team including approval sign offs, vehicle logistics, event support and competitor analysis.

Key Responsibilities

- Responsible for all approval sign offs for all areas of fleet communication activities.
- Event organisation and support.
- Research and development of marketing ideas.
- Competitive analysis and research.
- Maintaining log and follow system for bulletin approval and file.
- Responsible for keeping our Sales Team updated on events happening via the weekly Communications Schedule which the candidate will create and distribute.
- Website investigation, maintenance and competitive analysis.
- The development and distribution of bespoke Fleet Customer websites which also includes visiting Customers and presenting the facility.
- Analysing user-chooser trends and press coverage in fleet publications.
- Image request approvals and Socrates fleet webpage updates.
- Fleet publication subscription list updates.
- General duties assisting the Fleet Communications Manager and Fleet Communications Team.

The candidate should gain improved interpersonal and presentation skills. Along with a greater knowledge of fleet marketing, communication and event organisation methods, improved analytical skills, confidence in a business environment and experience of corporate strategies and projects

VAUXHALL

A strong team player with good communication skills, the ability to meet tight deadlines, proof reading skills and it is essential that candidates can use their own initiative. Strong IT skills and knowledge of PowerPoint is useful. A full clean driving licence and a willingness to travel is essential.

Preferred Area of Study

Marketing / Business or Management Studies.



Job Description - Marketing Programmes Specialist

Title: Marketing Programmes Specialist Department: Marketing Programmes (Retail Sales)

Location: Griffin House, Luton

Brands: Vauxhall

The Department

The Marketing Programmes team is responsible for developing and communicating Vauxhall's customer facing offers and incentives. Specific programmes that fall within the team's remit include finance offers, the Swappage scheme, special 'Partners' discounts and Military sales. It is the team's responsibility to create, monitor and improve these programmes in order to help meet the Retail Sales objectives.

The Role

The role is predominantly analytical, covering key areas such as examining the effectiveness of the various programmes, particularly in comparison with Vauxhall's main competitors. The role also includes looking after the department's invoicing process and running and reporting the Dealer Demonstrator programme. The role is vital in making sure the team is fully aware of how we fair in relation to the competition, how effective our offers and incentives are, and ensuring that the invoice process is handled correctly.

Key Responsibilities

- Routes to Market Report
 - Create quarterly report for Field team to show how every Vauxhall retailer performs in each of the various routes to market
 - Assist Field team with any queries regarding Routes to Market
 - Produce detailed reports to show how vehicles are sold to assist the Finance department with the costing of programmes
- Control and report Demonstrator programme
 - Create monthly reports for the Field team to establish which Retailers are compliant with the programme, and keep a record of Retailer performance
 - Conduct analysis on the current Demonstrator fleet
 - Assist the Field team with Demonstrator enquiries
- Competitor Analysis
 - Create weekly pack detailing new competitor press advertisements
 - Add offer and incentive values to comparably equipped charts to allow for easy comparison between Vauxhall and its rivals
 - Produce monthly reports to track cheapest prices of competitors to be used throughout the company, including by Directors



- Quarterly Internal Planning Meeting presentation
 - Analyse and present data on each segment of the UK automotive market
 - o Present the offers and incentive history of the best performing models in each segment
 - Summarise competitor programmes
- Control invoice process
 - Process weekly invoices from GMAC and monthly invoices from insurance and servicing companies
 - o Communicate with appropriate parties to ensure full accuracy of invoices
 - o Conduct analysis on spend data

- Attention to detail
- Well organised
- Good communication skills both verbal and written
- Good understanding of Excel is required
- Ability to handle responsibility and work unsupervised if required

Preferred Area of Study

Marketing/Retail Sales/Business Management



Job Description - Marketing Specialist

Title: Marketing Specialist

Department: Relationship Marketing Communications

Location: Griffin House, Luton

Brands: Vauxhall

The Department

The undergraduate will report to the Manager of POS/ Manager of Strategic communications Digital Marketing Manager.

The Role

- Main function is to provide support to POS and Advertising team
- Co-ordination of production of advertising materials
- Ensuring Quarterly POS delivery is on time
- Assist in controlling the communications budgets/retailer billings
- Co-ordination of photographic requirements and production issues
- Help to compile reports and presentations

Key Responsibilities

- Work closely with Communication Managers in preparing reports, presentations and specific projects.
- Liaising with advertising agencies to co-ordinate production of advertising materials
- Work with agencies to ensure timely development of all communication material.
- Co-ordinating cross-functional agency briefings
- Assist with the management of internal communications
- Maintain communication timing plans.
- Updating advertising tracking information
- Ensure budget plans and spreadsheets are up to date

The undergraduate with gain a great understanding of below-the-line Marketing activities and how they relate to the overall group marketing activity and Brand Management function. An appreciation of the role of specialist external agencies in developing and implementing communications strategies will also be created. This learning will be coupled with an overall awareness of working in the business environment of a major multinational company.



- A hard working, enthusiastic and reliable individual
- Self-motivated, able to work on own initiative, with the desire to take on responsibility
- A proactive attitude and a willingness to learn
- A good team player, able to work under pressure
- An organised and flexible approach to work, being able to manage several projects at any one time
- Computer literate in all Microsoft Office applications
- A high level of attention to detail
- Good communication skills, with the ability to communicate at all levels both internally and with external agencies
- Willingness to attend training courses to further develop skills, understanding and knowledge
- An understanding of the Internet with a basic level of technical knowledge
- A current driving licence would be an advantage

Preferred Area of Study

Business Studies and/or Marketing



Job Description - Marketing Specialist Rental, Company & Used Cars

Title: Marketing Specialist (Undergraduate) – Rental, Used Cars & Company Vehicles

Department: Rental, Used Cars & Company Vehicles Marketing & Central Operations –

Vauxhall Fleet Sales

Location: Corporate HQ – Technical Centre

The Department

The Rental, Used Cars & Company Vehicles department is responsible for sales, marketing and operations of the Rental, Demonstrators, Used Vehicles and Company Cars. The Marketing and Central Operation department creates and controls all marketing, programmes, direct marketing, websites and communications within Rental, Used Cars & Company Vehicles.

The Role

To assist the Marketing & Central Operations Manager in all marketing and communication activities and provide support to the Rental, Used Cars & Company Vehicles team.

Key Responsibilities

- Implement marketing initiatives to promote the Fleet Management, Rental and Network Q programmes in conjunction with the Marketing & Programmes Specialist
- Co-ordinate point of sale requirements to ensure continual availability
- Manage all Rental, Used Cars & Company Vehicles websites (e.g. Network Q, Fleet Management) and associated enquiries
- Preparation and production of the Fleet Management Driver's bulletin and website
- Ensure all Rental, Used Cars & Company Vehicles communications meet the Vauxhall branding guidelines
- Analysing press and online coverage in consumer and trade publications for used car advertising trends
- Co-ordinate and maintain marketing reports to track advertising and point of sale performance
- Assist and support departmental field teams' enquiries as required
- Co-ordinate and address all Customer Assistance Centre Network Q queries
- Support Rental, Used Cars & Company Vehicles Marketing & Central Operations Manager and departmental activities as required

Required Skills

- Enthusiastic and reliable individual
- Organised and flexible approach to work, being able to manage several projects at one time
- Excellent communication skills both written and verbal
- Strong computer skills in all Microsoft Office applications
- Ability to work well as part of a team and individually
- Ability to meet tight deadlines and work under pressure



Job Description – Chevrolet Launch Team Co-ordinator

Title: Launch team Co-ordinator

<u>Department:</u> Marketing
<u>Location:</u> Griffin House
<u>Brands:</u> Chevrolet

The Role

- Co-ordinate the launch of new vehicles for Chevrolet UK and support the Retailer standards process.
- Support the individual vehicle launch captains in the development and execution of the launch plans
- Co-ordinate the activities of all departments in the launch of new vehicles
- Provide concise status reports of all activities to stakeholders and management
- Co-ordinate the Retailer Standards Process

Key Responsibilities

- Support each vehicle launch captain by project managing the launch process
- Work with the launch team captain to co-ordinate the activities of marketing, PR, fleet, retail, aftersales and finance
- Ensure each element of a new vehicle launch is completed in due time and where necessary roadblocks are identified and escalated for resolution
- Plan and document launch team meetings and ensure that action points are identified and completed
- Review the status of the launch with senior management on a fortnightly basis
- Work with the launch captain to develop positioning briefs, activity briefs and work with agencies to ensure they deliver projects to consistent messaging
- Develop and update a clear and concise reporting process to identify key milestones and issues as necessary
- Support the Retail Network Development function through the co-ordination of the quarterly Retailer standards process
- Support the Network Development Managers in relation to Retailer standards and ensure that Retailer correspondence is forwarded to the relevant RND staff and file copies are maintained

Required Skills

- Excellent oral, written and numerical skills
- Numerate, Good Analytical and Problem Solving Skills,
- Good computing skills preferably including Excel, Word and Powerpoint
- Ability to work well under pressure and achieve deadlines.
- Excellent project management skills
- Able to gain confidence and respect of senior management.
- Ability to work with individuals at all levels



Marketing or Business Studies



Job Description – Chevrolet Marketing Undergraduate

Title: Retail Marketing Executive

Department: Chevrolet Marketing **Location:** Griffin House Luton

Brands: Chevrolet

The Chevrolet Marketing Department is made up of 11 internal staff and 5 field based staff. Working in the Retail Marketing department requires strong team working skills and a determination to succeed.

The Role

- To provide back up and support to members of the head office marketing team and the field marketing team.
- Represent the marketing function and react to requests from internal and external customers (other head office departments and retailers)
- Marketing field support
- Assisting with the implementation of events and promotions
- Internal and external customer assistance
- Assistance of marketing projects (tactical programme implementation / product launches / above and below the line campaigns)

Key Responsibilities

- Assist in outdoor events to promote Chevrolet's out of showroom activities and involvement in World Touring Car Championships
- Prepare marketing KPI reports
- Collate quarterly marketing plans from the Regional Marketing Managers and provide overall management summary
- Proof reading of marketing communications materials (website, DM, advertising, point of sale, internal communication)
- Monitor competitors websites
- Provide help and support to retailers with any marketing queries
- Be involved in quarterly marketing review process and support the development of marketing material to support quarterly campaigns
- Use Thomson Intermedia media monitoring to produce routine reports on Chevrolet retailer activity and key competitors. Provide ad-hoc reports as requested

Required Skills

Good computing skills preferably including Excel, Word, PowerPoint & Access. Good communication skills - oral and written. A dynamic individual, who is self-motivated and capable of working under his or her own initiative. Good analytical and interpersonal skills and the ability to perform as part of a team. Ability to work with individuals at all levels.

Preferred Area of Study

Marketing / Business Studies



Job Description – Business Development and Marketing Support

Title: Business Development and Marketing Support

Department: Business Development Location: Millbrook, Bedfordshire

Brands: Millbrook Proving Ground, The Concept Centre, Location Millbrook

The Department

For anyone with a passion for cars, this is the ideal placement for you. Working at one of Europe's leading locations for the development, demonstration, and testing of every type of land vehicle, GM-owned Millbrook Proving Ground offers an opportunity to help market and develop the extensive facilities from within the central Business Development department.

The Role

The role is very diverse, involving a mixture of routine tasks and exciting one-off projects. On a day-to-day basis, your responsibilities include the composition of weekly and bi-monthly internal and external enewsletters, making website amendments and monitoring success of these efforts. Social media marketing is also a tool Millbrook are working to capitalise upon, so you will compose and monitor content online. In terms of projects, these can be anything from getting involved in a quote for a big client, to investigating a new business or market opportunity. As the marketing department is small, this is a role with real responsibility with a great opportunity to make a difference and enhance your C.V. while gaining a range of business skills and competences. You'll even get to drive round Millbrook's impressive track facilities, as well as opportunities to get involved in Millbrook's thriving Events business!

Key Responsibilities

- Marketing: You will work closely with Millbrook's external PR company to perfect and release bimonthly newsletters. You will also get the opportunity to try your hand at writing your own press releases, compose content for social media and generate up-to-date website content.
- Market Research: Research and analyse data available from public sources (e.g. internet and magazines) about Millbrook's customers, competitors and markets, and monitor mentions in the media. You will compile this information for internal distribution in the form of a weekly newsletter.
- SEO: With the growing popularity of the internet as a search source, you will work with the external PR & web design agencies to improve Millbrook's position on search engines in order to help sales. Using Google Analytics, it will be your task to analyse and monitor the website's traffic, to understand the results and propose further enhancements.



- **Business Development**: Involvement with potential and current clients, including preparation of quotes following enquiries, liaising with client during the work programme, and reviewing customer satisfaction. Also giving track and facility tours to visitors.
- New Business Opportunities: Work with Business Development Managers to identify, research and analyse market trends, with the goal of developing a sales-maximization strategy. Attend regular sales & marketing meetings, presenting materials you have compiled.

- A good business understanding of issues and environment
- Strong communication skills
- Ability to use initiative and to problem solve. Passion and drive for results.

Preferred Area of Study

Business Studies/ Marketing



Current Placement Student Case Studies

Name: Nabeel Akhtar

Job Role: Aftersales Marketing Specialist

University: University of Surrey

Degree: Business Management (Marketing)

What I enjoy most about my Job:

- I have real responsibility and am made to feel like a key member of the Aftersales team.
- There are lots of opportunities provided for me to exercise my own initiative but at the same time everyone is incredibly helpful and supportive.
- There is a lot of variety between the different tasks I perform, from service channel reporting to having input on creative elements of upcoming campaigns, they are two totally different responsibilities which require different skills.
- But the best thing about my job has to be the people I am working with! I am lucky to be working in a
 department where everybody works hard and gets their job done but at the same time we have a lot of
 fun along the way.

What have I learnt so far:

- My Excel skills have improved drastically
- I've learnt how to work as a more effective member of a team.
- Gained valuable interpersonal skills and improved my telephone manner
- I've learnt that in a large organisation you do need to rely on others to do certain things and similarly, people will be relying on you also

What I enjoy most about the social aspect:

- So many other undergrads at GM so you will not feel alienated as a student
- A lot of out of work activities to choose from, such as football on Tuesday nights
- You get to enjoy all the delights Luton has to offer with other students!

Why I think you should apply:

- A placement year is an extremely valuable experience which will definitely increase your chances of securing a job upon graduation.
- The skills you will learn and develop on placement cannot be developed in an academic environment such as university.
- Having a large, well known organisation such as General Motors on your CV will no doubt make a good impression on prospective employers.
- Its a good way to take a break from university and experience a totally different environment, and you'll be earning £££!



Current Placement Student Case Studies

Name: Ashleigh McQueen

Job Role: Commercial Vehicles Marketing Analyst

University: Manchester Metropolitan

Degree: Advertising and Brand Management

What I enjoy most about my Job:

I'm given a lot of responsibility

- I have tasks to work on independently that I'm in charge of
- I work with agencies outside of the company
- The people I work with are friendly and always there to help if I need it
- I always have something to be doing
- I'm learning about things that I would never have otherwise known

What have I learnt so far:

- I'm learning more about time management
- I know a lot about the products I work with
- I have experienced the marketing process in practice
- I've learnt what it is like to work in a busy office environment
- Gained confidence through interaction with others for product queries, conference calls and working with colleagues/agencies on a piece of work

What I enjoy most about the social aspect:

- There is never a dull moment
- A lot of placement students working here to live and socialise with
- Always social events being organised such as nights out, house parties, day trips, meals, holidays etc
- I don't feel like I'm missing out being away from Uni.

Why I think you should apply:

- It is an excellent opportunity
- Looks great on your CV
- Meet lots or great new people
- Learn invaluable things about working for a well known, international company
- Will set you apart from others when applying for a job after Uni.

