



Team Coordinator

About Lightfoot

We are Lightfoot, a high-growth technology company based just outside Exeter that is trying to make a difference worldwide, one driver at a time.

We help businesses and private motorists improve performance and safety. Our technology has been proven to reduce fuel use and emissions rates by 10-20%, and at-fault accidents and wear and tear by 40-50%.

All that from a clever little gadget made in the beautiful Devon countryside. Good, eh?

Our technology is pretty smart – it connects to your vehicle’s on-board computer and uses all of the live data it produces to analyse how efficiently you are driving. It’s similar to the way they analyse performance in Formula 1. Lightfoot turns all that data into simple feedback for you – the driver – so you know when you’re pushing your vehicle too far and can bring it back to maximum efficiency.

We’re a fun-loving bunch who are growing at an astonishing rate. Our headcount has more than doubled in 2018 and there’s no sign of it letting up in the future. We’ve moved into a brand-new, state-of-the-art office near Chudleigh (which was voted Exeter’s ‘Best Workspace’) and are excited to keep growing the Lightfoot family with like-minded, passionate individuals.

Job Outline

Reporting to the Marketing Director, and working closely with the Marketing Manager, the Team Coordinator will be a core part of a 10+ strong marketing team, directly responsible for ensuring the department delivers on time, on budget and with the best possible use of resources.

They will oversee and monitor the marketing budget and spend across the B2B and B2C divisions of the business, working closely with Finance and senior members of the marketing team to ensure spend reflects forecasting. They will also project manage the delivery of certain activities; be responsible for general administration tasks to support the senior team; monitor / assign incoming tasks; review contracts with external suppliers; manage team deadlines and provide other general support as required.

The right candidate will have a natural authority with people, be numerate and literate and possess an inherent process-driven mentality to help regulate and organise a team of creative individuals... and ultimately, to get stuff done!

Role and Responsibilities

- Provide active support to the Marketing Director and Marketing Manager
- Monitor and follow-up actions for senior members of the Marketing team
- Monitor budget and spend
- Monitor and assign incoming requests



- Manage team deadlines and ensure delivery
- Review contracts with external suppliers
- Minute taking
- Organisation of travel
- General organisation and regulation of team
- General administration

Desired qualifications, skills and experience

- Outstanding knowledge of Microsoft Excel / Google spreadsheets is **essential**
- Excellent communication skills are **essential**
- Solid numeracy skills are **essential**
- The ability to multi-task across and meet deadlines is **essential**
- Experience of Salesforce CRM is **desirable**
- Ability to copywrite/proofread is **desirable**
- 3+ years' experience in an administration, PA or finance role is **desirable**

Personal characteristics

- Highly organised
- Process-driven
- A problem solver, able to use own initiative
- A can-do attitude and plenty of ambition

Salary & Benefits

- £18,000 - £22,000
- Membership of employee bonus scheme
- Outstanding quality of life
- 24 days leave entitlement plus Bank Holidays
- Childcare voucher scheme
- Your own Lightfoot device and associated benefits

Location

Chudleigh, Exeter

How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role, including a copy of your CV to work@lightfoot.co.uk