

**Seddon**

# Case Study Writer Summer Placement

**Bolton**

**Closing Date: 02 July 2021**

**Quote: SP/NW**



## | CASE STUDY WRITER– SUMMER PLACEMENT

We have an exciting opportunity for a summer placement to join our Bid team at our Bolton office for approximately 8-12 weeks. To produce professional documentation to promote Seddon both internally and externally as part of the overall win work strategy.

### What you'll do

- Producing content for and formatting of case study documents
- Working with contributors in the operational and commercial teams to gather information
- Editing existing case studies in line with content and brand guidelines
- Production of graphics for case studies
- Updating the case study tracker in line with completions
- Manage filing/tagging system to ensure a searchable database of case studies is available.

### Have you got what it takes?

- Experience or proven skills in writing
- Excellent written English language skills
- Excellent resource planning skills
- Experience of using Microsoft Office
- Use of Adobe suite specifically InDesign and Photoshop

## | APPLY NOW

**Reporting to:** Bid Manager

**Location:** Bolton

**How to apply:** Please email CV to [careers@seddon.co.uk](mailto:careers@seddon.co.uk) - quoting job reference - SP/NW

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