Junior SEO & Website Performance Assistant

Date: 15/06/2026

Reporting to: Head of Performance

ASP Solutions is a specialist event website performance company. Working with event organisers of all sizes across the UK, US and Middle East, we deliver websites packed with event-specific features that drive registrations, engagement and revenue.

Our Content Management System (CMS), ShowOff, sits at the centre of our clients' event tech stacks - connecting to the tools they already use and improving continuously over time.

We're multiple AEO Excellence Award winners, recognised for websites that don't just look good, but deliver real event performance.

The Role

We're looking for a detail-oriented and curious Junior SEO and Website Performance Assistant to support our growing digital performance team.

This role is ideal for someone who enjoys structured problem-solving, spotting patterns, issues, and inconsistencies and learning how websites, search engines, and AI-powered discovery work behind the scenes.

You'll gain hands-on experience with industry leading tools including Screaming Frog, GA4, ChatGPT, and Google Search Console while supporting SEO, website performance, and AI visibility projects for a range of clients.

This role offers a strong foundation for progression into SEO, digital performance, analytics, CRO, or AI-assisted marketing roles.

What the role involves:

- Running website crawls using Screaming Frog to identify technical SEO and website performance issues.
- Mapping URLs from old site structures to new ones while carefully checking each row for accuracy.
- Auditing page titles and meta descriptions for errors, duplicates, or missing entries.
- Analysing GA4 traffic reports to spot unusual trends, technical issues, or performance changes.
- Reviewing AI-assisted content for accuracy and quality before publication.
- Following detailed templates and checklists while escalating uncertainties appropriately.
- Supporting the creation of SEO, CRO, and AI Visibility audits using tools such as
- Screaming Frog, Gamma.app, ChatGPT, and Google Analytics.
  Supporting internal teams with client-ready audit findings and occasionally communicating updates or clarification requests professionally.

Work produced in this role is reviewed by a senior team member before use. This supports quality control and provides ongoing guidance and development.

Your work will contribute directly to client website improvements, SEO visibility, AI visibility, and the quality of recommendations delivered by the wider team.

What you'll learn

- How technical SEO audits are carried out
- How website migrations and URL mapping work
- How AI tools are being used in modern digital marketing
- How to interpret website traffic and search performance data
- How agencies deliver structured audits and recommendations to clients
- Best practices for QA, digital workflows, and data accuracy

Skills & Experience Required

Essential

- You naturally notice small differences, whether that's errors in data, mismatched URLs, or inconsistent formatting.
- You can maintain accuracy and attention to detail even during longer or highly detailed tasks.
- You are comfortable learning and using multiple software platforms, including (but not limited to) ChatGPT, MS Office Suite, Gamma.app, Google Analytics & Google Search Console.
- You work confidently with structured processes and flag inconsistencies or uncertainties when something doesn't look right.
- You're comfortable asking questions and seeking clarification rather than making assumptions.
- You can work independently from home three days a week.
- You communicate clearly and professionally in both written and verbal communication.
- Any offer of employment will be conditional on proof of the right to work in the UK in line with our standard recruitment process.

Qualities That Will Help You Thrive

- Experience in admin, ops, project coordination, QA, or any junior digital role
- You enjoy organised, detail-oriented work
- You like solving problems methodically
- You're naturally curious about websites, search, and AI tools
- You take pride in accuracy and consistency
- You're comfortable working independently while asking questions when needed

Working Arrangements

This is a hybrid role. You'll work from home three days per week, with the remaining days based at our London office at 120 Aldersgate Street, EC1A 4JQ.

How to Apply?

Please send your CV and a cover letter to Mark Towns, Sales & Business Development Director at mark.towns@asp.events by 30 June 2026.