

Ești student, absolvent sau în căutarea unui job? Noi angajăm: **Marketing and Communications Specialist**

The role of the Marketing and Communications Specialist will be to support the MarCom Manager and Consultants with all aspects of marketing, PR and communications. Tasks would include but are not limited to:

- Assist the Marketing & Communications Manager in ensuring extended brand awareness and visibility across a wide variety of channels;
- Draft a wide array of internal and external documents (web biographies, press releases, news releases, etc.)
- Build webpages on the corporate website;
- Identify media reps and outlets, form working relationships;
- Provide support for website administration;
- Ensure regular media monitoring;
- Provide support for social media management;
- Draft operational reports;
- Deliver high quality custom Power Point presentations for sales teams and events;
- Adobe Photoshop processing;
- Data mining for white papers, interviews, articles, etc.

Profile

- Journalism, Communications, PR and/ or Marketing education/ proven experience;
- Fluent spoken and written English is a must. Knowledge of other languages will be an asset;
- Excellent communication and interpersonal skills;
- Some prior knowledge of photo editing is a plus;
- PowerPoint, Word processing and Excel knowledge;
- Solid ability to conduct thorough data research and analysis;
- Highly international mindset and understanding of the cultural specifics of various regions;
- Strong attention to details;
- Highly self-motivated and able to operate autonomously when necessary;
- Highest possible ethical and professional standards;
- Enjoy working in a dynamic, fast-moving, diverse and international working environment;
- Humble, practical, hands-on attitude, flexible, able to cope with high-level management consulting issues as well as practical daily duties.



Please submit your CV together with a motivation letter, no later than **May 23rd, 2017**, end of business day to the following e-mail address:

recruitmentmanager@pedersenandpartners.com

In the subject line, please mention: Marketing & Communications Specialist