

Marketing Assistant

Duration: 6-Months	Contract Type: Temporary	Possible to extend
Start Date: 01/06/2022	Deadline: 21/06/2022	Download Job Description

Job Description:

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities
- Support marketing executives in organizing various projects
- Conduct market research and analyse consumer rating reports/ questionnaires
- Employ marketing analytics techniques to gather important data (social media, web analytics, rankings etc.)
- Update spreadsheets, databases and inventories with statistical, financial and non-financial information
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success
- Prepare and deliver promotional presentations
- Compose and post online content on the company's website and social media accounts
- Write marketing literature (brochures, press releases etc) to augment the company's presence in the market
- Communicate directly with clients and encourage trusting relationships

Qualifications

This area of work is open to all graduates, the following subjects may improve your chances:

- Business and Management.
- International Commerce.
- Information System with relevant skills.

Skills

- Proven experience as a marketing assistant
- Good understanding of office management and marketing principles
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with a customer-oriented approach
- Good knowledge of market research techniques and databases
- Excellent knowledge of MS Office, marketing computer software and online applications (CRM tools, Online analytics, Google Adwords etc.)
- Exquisite communication and people skills
- Fluency Arabic or Kurdish and English is required.

Work experience

Relevant 1 year work experience will be valuable.

How to apply?

Simply send your updated CV/resume to **info@standingtech.com**

Please mention the job title in the subject line to facilitate the screening process.