



easy  
CONFERENCES

# We are **GROWING** and we are **HIRING!** Web Designer & Social Media Specialist



+357-22-591900 | [vacancies@easyconferences.eu](mailto:vacancies@easyconferences.eu)  
10 Michael Giorgalla, 1095, Nicosia, Cyprus

## About Us

"Easy Conferences" is involved in the organization of conferences in Cyprus and abroad. As a result of the expansion of our business and operations, we are looking for an enthusiastic individual that can join our dynamic team, in the following position: **Web Designer and Social Media Specialist**



## PROFILE

The **Web Designer and Social Media Specialist** will develop digital communications, like websites and marketing material required for promoting a conference. Will also administer the company's social media marketing and advertising campaigns.



## KEY RESPONSIBILITIES

- Design, code and develop web pages (HTML / Wordpress) that fit conferences' and clients' requirements.
- Be involved in the technical and graphical aspects of webpages.
- Generate, edit, publish and share daily content (text, images, video or HTML).
- Design logos, brochures, banners and other material and content.
- Produce Power Point Presentations, PDF proposals and digital promotional material.
- Setting up and optimizing company pages within each platform to increase the visibility of company's social content.
- Collaborate with other departments to manage the company's reputation, coordinate promotions, and increase reach.



## LANGUAGES

Excellent interpersonal and communicational skills, both written and verbal, in Greek and English.

Greek ●●●●● English ●●●●●



## REQUIRED QUALIFICATIONS & SKILLS

- University degree in a relevant field.
- Top-notch programming skills in HTML/CSS, PHP, Javascript, Wordpress, InDesign, Illustrator, Photoshop.
- Adequate knowledge of web design and Search Engine Optimization (SEO)
- Proficient in Microsoft Office suite (Outlook, Word, Excel, PowerPoint).
- Strong familiarity with the business applications of social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.)
- Positive attitude, detail and customer oriented with good multitasking and organisational ability.
- Excellent interpersonal and communicational skills, both written and verbal, in Greek and English.
- Previous experience will be considered an advantage.



## HOW TO APPLY

Applicants should send their CV by email to:

[vacancies@easyconferences.eu](mailto:vacancies@easyconferences.eu)

until 23/08/2018

All applications will be handled in strict confidentiality. In case that you require more information, you may call +357-22-591900.

Please indicate the following job code in the subject line of your email application - WDSMS.