



We are **GROWING** and we are **HIRING!** Business Development and Marketing Coordinator



+357-22-591900 | 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:



PROFILE

The successful candidate, will be responsible for the business development and marketing of Easy Conferences and all the conferences organized by the company.



KEY RESPONSIBILITIES

- Monitor company's and conferences' websites.
- Research and build online content.
- Manage all Social Media accounts.
- Prepare bids and follow up on bidding progress.
- Maintain up to date contact lists and timeline reports.
- Liaise with our clientele (Academic/ Medical/ Corporate) for the best promotion of their conferences.
- Coordinate promotional campaigns, media, newsletters, etc.
- Prepare and promote articles and photos on conferences' websites.
- Keep up to date with changes and advances in online promotion.



LANGUAGES

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

Greek ●●●●● English ●●●●●



REQUIRED QUALIFICATIONS & SKILLS

- Bachelor's degree in business administration.
- High level of computer literacy, in particular Microsoft Office Suite.
- Flexibility, creativity, project and time management skills, business savvy and excellent verbal and written communications skills.
- Fluent Written and verbal English language skills.
- Analytical and proactive approach to online marketing.
- Ability to work well both independently and in a team environment.
- Strong organizational skills and detail oriented.
- Experience with internet promotion and marketing.
- Experience of HTML coding and/or Photoshop will be considered an advantage.
- Previous marketing experience in a similar position will be considered an advantage.



HOW TO APPLY

Applicants should send their CV by email to:

vacancies@easyconferences.eu

until 15/06/2017.

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

Please indicate job code "BDM/C" in subject line of email submissions.