JOB DESCRIPTION – MARKETING EXECUTIVE

Responsibilities

- Knowledge Creation - Collection, research, analysis and suitable presentation of relevant information across sectors to assist in the efficient functioning of the Economic and Commercial (E&C) Wing of the Embassy

- Marketing – Development of effective and intuitive marketing strategies involving research, strategy, branding and advertising through various marketing channels for matters of commercial and economic interest

- Public Relations – Planning, development, implementation and assessment of PR for the activities of the E&C Wing including liaison with print and digital media and management of the Wing´s website and social media channels

- Events – Coordination of efforts towards organizing relevant events, meetings, exhibitions and site visits for visiting commercial delegations

Requirements

- Minimum bachelor´s degree in a commercial stream (Economics / Finance / Commerce / Business Administration) or equivalent vocational training and work experience

- Minimum full professional proficiency in Spanish and English

- Excellent communication and interpersonal skills

- A sound understanding of the nuances of economics, international trade and investments

- Understanding of and experience in market research techniques, data analysis and statistical methods

- Excellent proficiency in using programs in the MS Office suite and general IT skills

- Familiarity with website and social media management techniques

- Experience in event management and understanding of the activities involved in the entire life cycle of an event

- Multi-tasking, creative, innovative, organized and result-oriented team player

- Candidates with existing work permit in Spain will be preferred

- Expected salary: 15,000 € per year (approx.)