

Marketing Assistant (m/f) part-time

Referencenumber: 2018-2801
Field of work: Administration / Office Management
Location: Dubai, United Arab Emirates

Company description

Our German client is a supplier in the construction industry and is looking for a part-time Marketing Assistant.

Job description

Your duties and responsibilities will include:

- Organise and coordinate team and marketing events
- Support with marketing material
- Develop brand awareness using advertising and exhibitions
- Advertise and promote the products through different marketing tools
- Monitor customer requirements
- Schedule meetings and prepare presentations
- Managing email and phone correspondence
- Reporting to the Managing Director

Job specification

To be successful in this role you should have the following skills and experiences:

- Organise and coordinate team and marketing events
- Support with marketing material
- Develop brand awareness using advertising and exhibitions
- Advertise and promote the products through different marketing tools
- Monitor customer requirements
- Schedule meetings and prepare presentations
- Managing email and phone correspondence
- Reporting to the Managing Director

Kontakt

If you have any questions regarding the job offer, please do not hesitate to contact **Ms. Lena Awad**. You can reach her by e-mail via lena.awad@departer.com or by phone via **+971 4 399 5507**.

If the role arouses your interest, we look forward to receiving your application in English. Your application will be treated with discretion and will remain confidential.

Please send us your application documents via e-mail or apply for this position on our website www.departer.com, where you can register your profile in our career portal under the tab "vacancies".