

Marketing Assistant

Do you want to work for a market-leading company?

In 2018 translate plus was ranked by leading industry analyst Common Sense Advisory as the fastest-growing language service provider in the world. We are part of Prodigious, Publicis Groupe's cross-media production platform. Prodigious brings together specialist production expertise in video, digital and print, producing and delivering brand content across all channels for top global brands.

We are now looking for an enthusiastic and proactive Marketing Assistant

This is a challenging Sofia-based role, and what we require from you is quite simply to apply and develop your technical skills, be a solution seeker, be polite and organised and keep your calm when times are busy.

Key responsibilities include:

- Creation and ordering of marketing materials such as brochures, business cards, notepads etc.
- Managing weekly survey responses and reports
- Analysis and reporting of marketing activities
- Assistance with website, social media and online marketing tasks as necessary
- Researching and preparation for exhibitions and conferences
- Organising and sending e-mail campaigns
- Look into ways to improve efficiencies
- Support the sales team, including data collecting

Skills and Experience required for Marketing Assistant role:

- Marketing background – either education or work experience
- Knowledge of digital marketing and what it entails
- Very good written and spoken English language skills
- High level of creativity
- Excellent computer literacy – including a good working knowledge of Adobe software
- Taking pride in delivering a high-quality service

It would be a bonus, but not a must, if you have one or more of the following criteria:

- You have experience from the language industry or B2B marketing
- You speak one of the following languages: German, Danish, Swedish

What we offer:

- Career progression possibilities
- Trainings tailored to your needs
- Flexi-time
- Holiday increase



- Weekly fruit and drinks deliveries and monthly breakfast
- Game nights, teambuilding and parties

If you can't wait to become the next member of our successful team, please contact us now – send your CV at SofiaCareers@translateplus.com !



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