



"DOGS TRUST", VELIKA BRITANIJA,
Predstavništvo u Bosni i Hercegovini

PR & Marketing Assistant (m/f)

Job Title: PR & Marketing Assistant

Reporting to: Head of Representative Office in Bosnia-Herzegovina and PR & Marketing Officer

Location: Dogs Trust Representative Office in B-H, Sarajevo

Dogs Trust is a world renowned UK-based animal welfare charity which specializes in the well-being of dogs. A multi-year project in Bosnia-Herzegovina, officially launched in October of 2012, will work closely with local stakeholders in establishing a self-sustainable dog population management system through several different local and national programmes.

Job Summary:

Reporting to the Head of Representative Office in Bosnia-Herzegovina and PR & Marketing Officer, PR & Marketing Assistant will provide multi-functional assistance to PR & Marketing Office and will seek to meet the following objectives:

- Improve and maintain up-to-date publicity mailing list, list of media, dog owners, partners and other relevant actors
- Reconcile and update PR/MKT expenses
- Develop and maintain PR/MKT filing system
- Consolidate inputs into report drafts
- Upload video and audio content on You Tube
- Assist in arranging and organising special activities
- Send approved press releases to the media and conduct follow up calls
- Maintain track of PR/MKT promo materials
- Schedule appointments and perform light email correspondence with service providers
- Perform light written translations
- Light lifting
- Perform other related duties, as assigned

The applicant should possess the following experience, qualities and qualifications:

- Excellent working ethics, reliability and "can do" attitude
- Being a friendly, team player with good interpersonal skills
- Excellent organisation skills
- Attention to detail
- Experience in file organisation and maintenance
- Experience in light financial databases
- Proficiency in Excel and Word and Power Point
- Knowledge of social media

- Knowledge of HTML or other programming language is an advantage but not a condition
- Some experience in research and analysis
- Solid communication and people skills
- The use of English for email communication
- Ability to follow instructions
- Good email writing skills
- The will to learn and improve
- Valid driving licence

The position is part-time, permanent (for the duration of the Project), with a trial period of three months.

To apply please send your CV, CL and references (all in English), via option "PRIJAVI SE NA OGLAS" no later than 28.04.2016

Only shortlisted candidates will be contacted.

Lokacija: Sarajevo
Datum objave: 19. Apr 2016.
Datum isteka: 28. Apr 2016.