

Marketing Specialist

Fixed term contract - six months

PwC Bermuda is a leading professional services firm and we pride ourselves on our vision, values and the ability to provide an exceptional service to a vast network of clients. We are a firm full of energy, challenge, innovation and opportunities. Our people connect their thinking, experience and solutions to enhance value for our clients.

The Marketing & Communications team supports the strategy of PwC Bermuda and its business priorities through delivering best practice solutions in key functional areas of industry marketing and corporate communications. The Specialist role encompasses working directly with the Marketing Director and Manager to support the implementation of marketing and communications activities such as marketing collateral, presentations, event management, research, and writing and editing for internal and external audiences, including hardcopy and digital media. This is a six month contract providing maternity leave coverage.

Responsibilities include but are not limited to:

- Assisting with the creation and execution of all marketing collateral materials, including development of external promotional materials, newsletters, print advertising and digital communications;
- Assisting with all aspects of event management, including logistics, set-up and onsite coordination;
- Providing writing and editing support, including assistance with preparation, editing and review of internal communications and external client communications;
- Working with designated firm contacts to coordinate and update client marketing list databases and other internal communications databases;
- Assisting in maintaining and updating the PwC website;
- Liaising with firm vendors to support marketing efforts including print, transportation, advertising, and service providers; and
- Providing research, writing and editing support for marketing and communications strategies and plans.

Essential skills, experiences and attributes:

- An undergraduate degree in marketing or corporate communications;
- 3-5 years experience in the marketing and communications field;
- Work experience in a professional services environment preferred;
- Excellent writing, editing and copywriting skills;
- Strong planning and organisational skills;
- Proven ability to prioritise multiple projects and meet tight deadlines;
- Flexibility to work long hours when necessary;
- Knowledge and experience with database management;
- Understanding of website architecture and functionality;
- Understanding of the Insurance and Asset Management industry an asset;
- Computer skills - MS Office and Lotus Notes essential; and
- Experience with digital design programs, including Adobe InDesign, Photoshop and Acrobat, would be an asset.

Interested candidates should send their resumes to:

The Manager, Human Resources
PricewaterhouseCoopers
P.O. Box HM 1171
Hamilton HM EX

Email: pwcbermuda.hr@bm.pwc.com

Closing date for applications: 3 May, 2013



PwC is an equal opportunity employer and offers a competitive salary and a comprehensive benefits package.