

Join us. Lead the way.

Marketing Coordinator

CellOne is the premiere provider of mobile wireless telecommunications services in Bermuda. Our mission is to deliver leading and reliable communication services and to exceed customer expectations at every touch point. We are currently seeking for a qualified individual that can embrace the CellOne spirit of “getting it done” to apply for the position of **Marketing Coordinator**. The successful candidate will report to the Marketing Manager.

Duties and Responsibilities

- Support the marketing team with implementing tactical events and programs, and provide project and administrative support.
- Assist with production of advertising, marketing brochures, sales kits, and promotional materials. Support the development and distribution of marketing and sales materials and maintain promotional material inventory.
- Interface with internal departments such as Sales; Customer Care, external customers and with marketing vendors.
- Manage customer databases for direct marketing campaigns, monitor competitive landscape, prepare daily reports and distribute to key internal associates.
- Develop and coordinate web and social media content updates to support online strategies.
- Assist with managing online customer care enquiries requested through social media and maintain files and information for key vendors such as contacts, agreements, specific product information, marketing events, seminars, quotes, invoices, RFPs and website content.
- Assist with tracking online property performance – including website, app and social media networks.
- Track invoicing pertaining to marketing vendors, media placements, sponsorships, corporate events and merchandising.

Requirements

- Marketing degree/diploma or a minimum of 2 years marketing experience.
- Must know and understand advanced features of Microsoft Office products with an emphasis on Word, Excel, PowerPoint and Publisher.
- Strong understanding, and appropriate uses of various social media networks with a focus on Facebook, Twitter, Instagram, YouTube and Snapchat.
- Familiarity with Google Analytics is a plus.
- Experience managing outside agencies and vendors is preferred.
- Must be willing to work outside of regular business hours – including weekends and holidays.
- Strong organizational and project management skills with the ability to multi-task.
- Excellent verbal and written communication skills, attention to detail and a high level of customer service skills.
- Well organized and self-motivated.
- Ability to work effectively under pressure and to tight deadlines.
- Must be personable, be able to work at a fast pace and possess a problem-solving approach to challenges.

We offer a dynamic and rewarding working environment along with a competitive compensation package. If you possess the requirements for the position and this sounds like the challenge you've been waiting for, please go online at www.cellone.bm/about-us/careers/ and submit a cover letter, resume and complete the application form.

CLOSING DATE FOR APPLICATIONS:
Wednesday August 24, 2016

CellOne is committed to maintaining a substance free workplace. Applicants will be subject to pre-employment substance screening prior to receiving an offer of employment.