

MARKETING COORDINATOR

One Communications' ("One") has an excellent opportunity for a detailed oriented professional to join our Marketing team. Reporting to the Marketing Communications Director, the successful candidate will be responsible for providing project management and administrative support, assists with marketing operations and will work independently on special projects according to agreed timelines and special requests.

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.

Skills and Abilities

- 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.

Education and/or Experience

- A minimum of two (2) years marketing experience.
- A Marketing degree or Diploma preferred.
- 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 and YouTube.
- 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 when required - this may including some weekends and holidays.

We offer a dynamic and rewarding working environment along with competitive compensation package. If you possess the requirements for the position and this sounds like the challenge you've been waiting for, please apply via email with a cover letter and detailed resume to hr@onecomm.bm.

One Communications Ltd. (the operating name for Bermuda Digital Communications)) is Bermuda's premiere full-service technology and communications provider of mobile, TV and internet services. Our mission is to deliver leading and reliable communication services to residences, small business and global enterprises, exceeding customer expectations at every touch point.

CLOSING DATE FOR APPLICATIONS: **Tuesday, March 26th, 2019**
