

Vacancy for a Marketing Assistant

Position	The German School Nairobi (GSN) announces a vacancy for the position of: Marketing Assistant (40hrs/week)
Application deadline	9 th November, 2018
Start of work	1 st December, 2018
Brief	<p>The German School Nairobi is a recognized and widely acknowledged German school abroad with over 300 students from kindergarten to upper secondary school.</p> <p>Reporting to the Head of Marketing, the school has a vacancy for a Marketing Assistant who will be responsible for increasing and securing new student intake in the school. The Marketing Assistant will also be responsible for managing the ongoing relationship by interacting with the parents and potential students. Responsibilities would include addressing all new queries in a timely and positive manner.</p> <p>The position will require the individual to be the contact person for all incoming queries in the school including arranging meetings and school tours for interested parties and be the liaison person for both internal and external communications for the school.</p> <p>The position will require the candidate to prepare and review monthly marketing budgets in accordance with the school's marketing strategy and goals of the school and ensure adherence to the yearly budgets. The candidate should have the ability to set short-term and long-term future goals of the school in line with the mission and vision statement of the school.</p> <p>The position requires the candidate to be responsible for maintaining the existing social media platforms of the school and if necessary build new ones when the existing ones are deemed outdated. The candidate should have the ability to introduce new social media platforms to enhance the schools image in the region. The candidates; skill sets should include developing flyers, posters and other advertising material as required.</p>
Applicants' requirement	<ul style="list-style-type: none"> • Degree in Marketing/Public Relations or both • German language skills are a plus • Ability to work with different advertising software to prepare flyers/brochures • Strong client/customer service skills • Strong media pitching and writing skills, with an emphasis on education and social media required. • Demonstrated passion for media relations with a proven ability to secure visibility in the market • Excellent project management skills with demonstrated ability to multi-task and prioritize. • Accountable, responsible and trustworthy. • Strong interpersonal skills. • Excellent verbal and written communication skills.

Benefits offered	<ul style="list-style-type: none">• An interesting working environment• Appropriate salary
Application procedure and contact person	Your application accompanied by a brief Curriculum Vitae, copies of certificates and references of former employers should reach us not later than 9.11.2018 by e-mail to ines.chabbi@germanschool.co.ke