



Marketing Assistant

The European Financial Management Consulting (EFMC) is an EU Fund management advisory firm specialised primarily in the financial management of European Union Research & Innovation projects specifically FP7, H2020 & Horizon Europe but also other EU funded programmes. It has been seeing its activities steadily growing since its inception in 2014.

EFMC is today actively recruiting a **Marketing Assistant** based in **Tallinn - Estonia**.

Our clients are Universities, SMEs, public and private research centres, and foundations, non – profit organisations from all over Europe.

Our market is a quickly expanding niche market that is secured by the steady increase in demand for EU funds and the expertise and curriculum of our senior executives.

Job Description

Under the direct supervision of the Commercial Director, you will be in charge of the implementation of the marketing strategy of the company.

There is also a market analysis by identifying potential new customers via contacts and research, identifying new niches and business channels for EFMC, updating our CRM and email databases and improving our pipeline of new customers

Last but not least, you will be in charge of the website, the social media (LinkedIn, Facebook and Twitter and of our Marketing campaigns.

Profile

Your personality is your key to this position:

- Open to the variations of business culture.
- Reliable and independent: Flexible solution-oriented, organised, rigorous and proactive, with versatile talents as well as strong ethical values, you have the ability to adapt and evolve in your approach to work,
- Excellent communicator,
- Analytical, mindful, curious and solution-oriented: You are curious about technical issues faced by our clients and sometimes our team,
- You are not afraid to engage people: Either by email, on the phone or walking down the alley of a conference facility, but you are not a stalker, you do that in style,
- As creating a positive and engaging atmosphere within the company when working is of the utmost importance, excellent integration and networking skills are also mandatory,

Previous training and experience:

- You are a graduate student or finishing your undergraduate work and you are looking for an internship period of 3 to 6 months
- You have an internship convention with your school
- You are a EU citizen
- You are absolutely fluent in English,

- You are absolutely fluent in at least one other official European language,
- You are independent, diligent, loyal, reliable and on time. You understand the high ethic business EFMC is involved with.
- You are familiar with research online and ways to organize and retrieve information,
- You already have a genuine interest and curiosity in areas such as Marketing, Sales, Scientific research, Finance, Business accelerators and Startup growth,

Important:

EFMC internship program traditionally **offers** successful candidates **to be hired on a permanent contract upon successful completion of their internship**. We therefore give priority to internship candidates that have an interest to pursue a career with us upon completion of their internship.

Application:

Your applications (in English) includes: Your CV + your LinkedIn account + a cover letter that details your interest to work with EFMC and why you feel that you are the best possible candidate for this position.

Your application must be sent to us before: 21/05/2021

We will contact only suitable candidates after all applications have been reviewed.
Your application must be sent by email to rdevivans@hotmail.com

If you have additional questions, please send an email: Calls will not be answered.

Starting date: ASAP