



# **WORLDWIDE** Marketing Services

## **Junior Marketing Manager**

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**Due to expansion of our Office in Belgrade, and regional activities we are seeking a permanent position.**

### **SUMMARY OF THE POSITION**

The Junior Marketing Manager will market the Karisma brand and products by developing and implementing marketing and advertising campaigns; tracking performance data; maintaining promotional materials inventory; supporting trade shows; maintaining databases; and providing partner support with Tour Operators and agents: collateral pieces, landing pages, ads, etc. Liaising with all marketing involved vendors and projects as they arise: rebranding, new campaigns, events, etc. Dedicate herself/himself to the client with particular needs of the each property.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Email blast distribution, contracting, creative, reporting, etc. (Distribute through third party distributors as needed based on company needs)
- Copywriting and proofreading of promotional material
- Manage design/creative project schedule and coordinate execution with designers
- Provide creative services coordination for regional sales management team
- Maintain fact sheets and corporate collateral material
- Create new and update existing corporate presentations in SlideRocket
- Fact checks all promotional materials, as well as photo and logo management, copy, etc.
- Coordinate additional public relations activities as needed
- Create certificates and prize letters for giveaways
- Marketing calendar
- Bridge Sales, E-Commerce and Marketing Departments
- Performs additional related duties as assigned.

### **POSITION QUALIFICATIONS**

- Bachelor's degree in Marketing, Advertising preferred.
- Minimum three (3) years of experience in Marketing and/or Advertising Experience

- Intermediate to advanced computer skills in programs such as MS Word, MS Excel, MS Outlook, PowerPoint, is a must. Working knowledge of Slide Rocket,
- Skill in composition and preparation of correspondence, reports, minutes and other written materials with accuracy and reasonable speed,
- Ability to meet and deal effectively with senior management and co-workers. Well-developed interpersonal skills
- Thorough knowledge of manufacturing processes, including screen-printing, pad printing, & stamping
- Must be detailed oriented, accurate and able to multitask
- Must have exceptional follow-up skills and be able to work independently.
- Strong communications skills, written and verbal. Ability to communicate (read and write) effectively in a business environment in English Language
- Strong customer service ethics and practices

**We offer a competitive salary and an excellent benefit package to our employees.**

**Worldwide Marketing Services adheres to providing equal opportunity to all applicants who are at least 18 years of age, regardless of race, religion, sex, age, origin or disability.**