

JOB Vacancy

Communication and Marketing Assistant (Short term contract)

Position: Communication and Marketing Assistant

Reports to: Communication & Marketing Manager and the Director

Liaises with: Other department especially the cultural office.

Purpose:

To assist the Communication and Marketing Department in the discharge of duties as well as administrative tasks of the office.

General duties and responsibilities:

Administrative tasks

- Keeping and regular updating of contact lists.
- Doing follow up calls for the department.
- Liaise with suppliers and follow-up on invoicing, payment, etc. to ensure customer satisfaction

Distribution Points

- Research and find new dynamic places in town to be added to our partner places
- Liaise with dispatch rider in the pick up or dispatch of brochures, flyers and other communication materials
- Manage the distribution of communication tools, through a distribution plan, and distribution points.

Communication task

- Writing of press releases for events.
- Develop and maintain relationships with external media providers and journalists.
- Constantly monitor and analyze press output and coverage achieved
- Assist in the general communication and marketing plan of the office.
- Other duties assigned by the Communication and Marketing Manager and the Director

Education and experience:

- Bachelor of Arts in Marketing, Communication, or related courses
- At least one year working experience in communication and / marketing

Keys competences:

- Good interpersonal skills

- Good command of MS Office Suite and Internet
- Excellent team player
- Good organizational skills
- Excellent communication skills, both written and oral
- The ability to write press releases and news reports
- An excellent knowledge of the national and regional media
- Creativity
- A flexible and committed approach to the job

Benefits:

1. Net Salary between 1000 - 1200Ghc.
2. Free French Lessons

Duration:

For a period of **six (6) months from 1st October ,2019 to 31st March, 2020.**

Working Hours: 40 Hours per week. (Monday-Friday).

Mode of application: Kindly send your CV and application letter to com@afaccra.org by **Friday,20th September, 2019**

.Website: www.afaccra.org.