

Marketing & Administration Assistant (Part-Time Remote Position)

With Interest In: Eu Projects, Science And Technology — Immediate Employment.

About AcrossLimits

AcrossLimits is an EU Opportunities Consultancy Firm that operates within three pillars; **Consultancy** for Business Growth on a European and International Level (through Export, Procurement, Network, and EU Opportunities, amongst others), **Participation in EU Projects** as a Technical or Dissemination Leader), and **eLearning**, in which we provide training and courses on various subjects.

Marketing & Administration Position

We are looking for a candidate who will be able to assist the AcrossLimits' Marketing and Administration team. The responsibilities and tasks that will be undertaken include:

- Be available for 20 hours per week during office hours
- Conducting online research and assisting the team in content writing, which includes and is not limited to Press Releases and Informative Articles
- Keeping Social Media Channels updated (namely Facebook, LinkedIn, and Instagram) and assisting in content creation, and scheduling.
- Drafting and sending emails, and ensuring company databases are organised and up-to-date.

Requirements

- An excellent level of English, and the ability to understand and write in Maltese when needed.
- Proficiency in Microsoft Office and Google Suite.
- Has studied English Language, Marketing, Communications, Business or Administration. However, other qualifications will also be considered.
- The ability to work independently, as well as part of a team.
- The ability to manage time, and work autonomously.
- Willingness to learn, and interest in projects, health, technology and entrepreneurship.

Location

This position will be fully-remote, with all meetings conducted online.

Salary

Eur8,320.00 p.a. (based on a 20-hr working week)


If you'd be interested in joining our team, please contact us and send your CV to jobs@acrosslimits.com.


CLOSING DATE OF APPLICATIONS: 30th April 2021

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