



Marketing Assistant

Company

alfa**energy** is a major player in brokering for the business energy market. Our turnover has grown by ten times since 2005. alfa**energy** holds key relationships and has strong networks with all major UK energy suppliers. The company is undergoing an expansion program having launched another office in Europe and the USA. Our target market has been higher end SME's with more focus now on mid-market energy solutions.

We are now in need to expand our marketing team further and are looking for an experienced Marketing Assistant.

Key Tasks

- Develop and brand required documentation
- Web administration with current and future websites
- Compiling important reports for client base
- Assist department members as per the request of the manager
- Other tasks may be added as per departmental needs

Experience/skills required

- Excellent communication skills essential
- Fluent English (Written/Spoken)
- Advanced knowledge of Adobe Suite Master Collection 5 (Indesign, Photoshop, Flash, Dreamweaver, Premiere, PDF Reader)
- Advanced knowledge of web coding, HTML, PHP, Drupal
- Advanced knowledge of Microsoft Office (Word, Power-Point, Excel)
- Extreme Attention to Detail
- Accuracy and responsibility
- Ability to work under pressure
- Experience in similar role is advantageous but not essential

Benefits

- An excellent opportunity to join a growing team with excellent career potential
- Training and Development

Should you feel that you match the criteria mentioned above, please forward your CV for consideration. alfa**energy** is a top UK consultancy and offers a tremendous opportunity for any applicant.

Location: Sarajevo, Bosnia and Herzegovina

JOIN US ON OUR JOURNEY



Applications should be submitted
in English by 31st of January 2012



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71 000 Sarajevo or

NOTE: Only suitable candidates will be contacted. If you have not heard from us please accept that you have not qualified for an interview. Energy Trading Company is an equal opportunities employer.