

# Asset Ogilvy Public Relations

Η Asset Ogilvy Public Relations ζητεί για άμεση πρόσληψη

## ACCOUNT MANAGER

Οι υποψήφιοι/ες θα πρέπει να διαθέτουν:

### Προφίλ:

- Πτυχίο ανώτατης εκπαίδευσης, ιδανικά με μεταπτυχιακό σε Marketing, Επικοινωνία, Διοίκηση Επιχειρήσεων
- Τουλάχιστον 5ετή προϋπηρεσία σε Εταιρεία Δημοσίων Σχέσεων με εμπειρία τόσο σε brand όσο και σε corporate PR
- Άριστη γνώση Αγγλικών & Ελληνικών
- Μεγάλη ευχέρεια στο χειρισμό MS Office (Word, Excel, PowerPoint)
- Δεξιότητες επικοινωνίας, ευγένεια, συνέπεια, υπευθυνότητα, οργανωτικό και ομαδικό πνεύμα εργασίας
- Καλή γνώση του περιβάλλοντος των social media, MME και blogs
- Curious mind, καινοτόμα σκέψη, δημιουργικότητα και εμπειρία σε PR πρακτικές (digital και on-the-ground activations)

- Η εμπειρία σε λογαριασμούς τεχνολογίας (ICT) και ηλεκτρικών & ηλεκτρονικών ειδών θα θεωρηθεί πλεονέκτημα

### Καθήκοντα:

- Σύνταξη δελτίων Τύπου, μεταφράσεις και επιμέλεια κειμένων
- Διαμόρφωση εταιρικών παρουσιάσεων, δημιουργικών PR προτάσεων και απολογιστικών reports
- Διοργάνωση, υλοποίηση και συντονισμός εκδηλώσεων
- Διαχείριση media relations & media requests
- Υποστήριξη στην οργάνωση της ομάδας (τιμολογήσεις κ.λπ.)

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Apply for this job with WORKABLE:

<https://asset-ogilvy-public-relations.workable.com/j/2F434E911F>



## Copywriter (Nicosia - Cyprus)

### About FBRH

FBRH is a communications company and the Global Reporting Initiatives (GRI) Certified Training Partner for Cyprus.

### Position summary

The post holder is responsible for the creation as well as quality enhancement of FBRH's and clients published content, ensuring effective written communications, mainly in Greek but also in English.

### Job purpose and responsibilities

The post holder oversees and carries out editorial and writing related tasks. Responsibilities include, but are not limited to, writing GRI based Corporate Social Responsibility (CSR) Reports, copy-editing publications, writing articles, web content and marketing collateral, and managing the lay-out of publications in liaison with designers. Key to the role will be an ability to turn complex, often technical, content into accessible and authoritative text that communicates clearly and effectively. The right candidate will be trained and guided to understand the GRI framework for sustainability reporting.

### Core responsibilities include

- Writing-editing publications, writing articles, press releases, presentations, marketing collateral, web content, and creating stories based on technical content
- Building and maintaining effective working relationships with internal team members, and external partners, as appropriate
- Advising and working collaboratively with FBRH colleagues in order to improve and enhance the quality and impact of publications and other written communications, including contributing to the project brief and planning process
- Responsibility for developing and maintaining FBRH editorial style guide and ensuring adherence to 'house style' in FBRH publications
- Project management of client CSR publications, including writing/editing copy and overseeing layout
- Lay-out of FBRH publications, sometimes with support of external partners
- Other duties as requested

### Key competencies/requirements

- Proven writing and editing experience in comparable role of at least 3 years in the Greek language
- Expert command of the Greek language at native-speaking level
- Good command in the English language both written and spoken
- Strong project management skills with proven experience and ability to work on multiple projects simultaneously
- A good understanding of sustainability reporting and related issues is very important
- Committed to maintaining the highest standards of quality with a meticulous eye for detail and accuracy
- Self-motivated and able to work independently to tight deadlines

### How to apply

Interested candidates, eligible to live and work in Cyprus, are invited to submit their resume, samples of work and letter of interest in English to:



Our company, holding a leading position in the integrated marketing and sales services sector, wishes to appoint dynamic highly motivated professional for the position of:

## **PROMOTION MARKETING /CLIENT SERVICE TEAM ACCOUNT DIRECTOR**

### **Key responsibilities:**

- Strategic thinking and forward planning of client work
  - Develop opportunities for growing existing business within current clients
- Participate in developing new business pitches
  - Campaigns/projects delivery
- Develop true partnerships with clients
- Management of day to day client activity
- Development of account managers and account executives

### **Qualifications needed:**

- Higher level of education in Marketing
  - Fluency in both Greek and English language
  - Minimum 8 years successful experience in account handling within an agency environment
- Proven success in account growth
  - Strong strategic thinker
- High communication and presentation skills (both verbal & written)
- Innovative spirit & technology friendly
  - Excellent project management, keen eye for detail
  - Ability to work under pressure
- Very good understanding of direct marketing projects

The company offers a competitive remuneration package and great opportunities for professional development.

Candidates are kindly asked to forward their CV to: [hr@msps.net](mailto:hr@msps.net)  
(ref. code PMAD)

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**Job position:**

**MARKETING COORDINATOR**

**XPLAIN is a leading Digital Marketing  
Audit & Advisory Company providing  
Unique Services to local and  
multinational clients  
in 30 countries**

We are looking for a passionate, creative  
and strategic-mind candidate.

**Prerequisites**

- Social media savvy
- Verbal and written communication skills in Greek (native language) and English
- Good organisational and planning skills
  - Ability to work on multiple projects
  - Ability to work under pressure and tight deadlines
  - Attention to detail and accuracy
- Knowledge of marketing techniques and methodologies
  - Self motivation
- Ability to be a team player, working closely with employees in other functions, such as advertising, market research, production, sales and strategy
  - Analytic Thinking
- Creating Content, writing reports, press releases, company brochures and similar documents
- Online Research will be considered as a plus
  - Minimum 2 years in a similar position

Please send your resume at  
[jobs1@xplain.co](mailto:jobs1@xplain.co)