



Sales Representative

We are looking for a Sales Representative in Athens to be part of our Marketing & Sales team (Greece) providing support to the sales activities and strategies according to the following:

Responsibilities:

- Collaborate in the generation of leads and prospective customers
- Meet with customers and guide them through the sales process
- Provide training and demos to hot leads and new customers
- Provide timely and effective customer solutions in accordance with Support, Sales, and Marketing teams
- Assist in maintaining up-to-date internal databases and document customer interactions
- Be part of a customer-centric dedicated team providing high-quality support
- Flag issues and report them to Support Department
- Meet and exceed predefined sales targets and standards of performance
- Production of strategic partnership offers and contracts in collaboration with Management Team

Requirements:

- University degree in BA or related studies
- At least 1-3 years of sales experience in software products
- Interest in software and mobile apps
- Knowledge of sales techniques
- Basic knowledge of social media and Microsoft Office programs (Excel, Word, PowerPoint)
- Fluent level of English and native level of Greek are required
- Able to work under tight deadlines
- Professional approach to work
- Dynamic with excellent interpersonal skills
- Team player
- Challenged by commercial targets
- A valid driving licence and use of car for work purposes is essential

What we offer

- Permanent contract and based in Athens
- Technology equipment and company phone number
- Professional development and advancement opportunities
- Working with other talented people in a friendly, creative environment

To apply for this position, please send a cover letter and resume to jobs@booknbloom.com mentioning "Sales Representative GR" in the subject line.

Social Media & Community Manager

We are looking for a Social Media & Community Manager in Athens who will join our Marketing Team (Greece) and will be responsible to manage our Social Media and build communities in Greece. The goal is to gradually achieve spreading the word about our product via our Social Media pages and help us build customer engagement of excellent quality. Join us!

Responsibilities:

- Build and carry out a social media strategy via competitive research, platform determination, benchmarking, messaging, and audience identification
- Create, edit, publish, and share daily content: original texts, images, videos, HTML. This content should create significant connections and motivate community members to take action.
- Set up and optimize company pages within each platform to increase the visibility of company's social content
- Moderate all user-generated content in line with the moderation policy of each community
- Create editorial calendars and syndication schedules
- Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then act according to this information
- Collaborate with other departments (Customer Care, Sales etc.) to manage reputation, identify key players, and coordinate actions

Requirements:

- 2 years proven working experience in social media
- Excellent writing, editing (photo/video/text), and communication skills
- Demonstrable social networking experience and social analytics tools knowledge
- Knowledge of tools to create content for social media (Photoshop, Illustrator, etc.)
- A positive attitude, customer-oriented, with good multi-tasking and organisational skills
- Excellent knowledge of Ads Manager

- Fluency in Greek & English (spoken & written)
- BSc in Communications, Marketing, Business, New Media or Public Relations or other

So if you tweet, know what to post on social media even when you are sleeping, and always are one step ahead of trends, send us now your cover letter and resume to jobs@booknbloom.com mentioning "Social Media & Community Manager (Greece)" in the subject line.

Marketeer

We are looking for a young, passionate marketeer in Athens to join our Marketing & Sales team (Greece). This position requires an all-around understanding of marketing and concrete knowledge of digital channels and techniques.

Do you feel that you can deliver from the moment you join a team? Are you intrigued by the challenge to strongly contribute in the growth of an innovative product? Are you a structured professional who knows how to quickly set up campaigns in various channels, building brand awareness and conversions? Then you're the right candidate for our Greek team!

Responsibilities:

- Content creation for blog posts, ads, website, and promotional material
- Setting up and optimising online marketing campaigns
- Utilizing a range of techniques, including paid search, SEO, and PPC
- Research and analysis related to targeted audience, competitors, latest trends
- Participation in creating and organizing promotional and networking actions
- Local adaptation of global strategies to drive online traffic and generate leads
- Tracking website traffic and setting reports in Google Analytics

Requirements:

- Marketing related degree or similar
- Minimum 2 years relevant experience, preferably in companies with a B2B model
- Excellent written and verbal communication skills in Greek and English
- Engaging content creation skills
- Experience in creating, executing, and optimising online marketing campaigns via all key tactical funnels (Facebook advertising, Adwords, etc.)
- Understanding of SEO & SEM
- Expertise in online monitoring tools (Google Analytics)
- PR skills

- Creative thinking
- Team spirit
- Ability to keep up with a fast-paced, dynamic environment

To apply for this position, please send a cover letter and resume to jobs@booknbloom.com mentioning "Marketeer Greece" in the subject line.

About Book'n'Bloom:

- Book'n'Bloom is a smart business tool for micro-small businesses allowing them to operate Social & Mobile. Our app is totally integrated into the shop-owner's Facebook Page allowing their clients to book online 24/7 and be rewarded for it. Also, we developed a mobile app that provides shop owners with all the tools they need to manage their business on-the-go: schedule appointments on the go, get instant notifications and view their schedule with just a few taps.
- Book'n'Bloom is about helping millions of small and great local businesses transit from pen & paper to how business is done in 2016.
- All in all, 19 people are already working at our company offices in Greece, Spain, and Colombia. Join us and let us help millions of small local business owners grow and stay competitive.