

Work experience as Marketing and Sales Assistant - (Full-time / Temporary)

Job reference: 1072247

Date notified: 27/03/2013

Job location: Belfast - East

Salary: Not Applicable

Hours: 40

Worktime: Monday - Friday, 9am - 5pm.

Age: 18 and over

Closing date: 19/04/2013

Pension type: None

Job Duties:

This is an opportunity expected to last for 6 - 9 months.

Participants are expected to attend between 30 and 40 hours per week, excluding meal breaks.

Job duties will include:

- Developing social media in a business environment.- Dealing with customers by phone
- Creating databases and sending out regular newsletters
- Maintaining and developing company website
- Developing and streamlining company brand
- Coming up with new and innovative ideas to attract new business
- Organise and attend promotional events

To make the most of this opportunity, applicants must have a 3rd level qualification, excellent computer skills and the ability to develop and manage the social media aspect of the business.

Qualifications / Experience:

Participants will gain experience in the following occupational skills:

- Team working.
- Ability to learn and adapt.
- Computing skills.
- Using initiative and self motivation.
- Communication and interpersonal skills.
- Working under pressure and to deadlines.
- Planning and organising

Application Method:

To apply for this opportunity, please contact an Employment Service Adviser at your local JobCentre/Jobs & Benefits Office.

If you are unemployed your local [Jobs & Benefits Office](#) can provide you with additional support. For assistance with your job interview visit [Getting Started](#).

Other Information:

The Skills Development Programme is aimed at 18-24 year olds. Participants will retain their Benefit Rate plus a £45 per week top up to create a Benefit Based Training Allowance. Travel and child care costs may be reimbursed.

Equality Statement: Depending on circumstances this opportunity may have potential to lead to a permanent vacancy.

Required Languages: Applicants must have the ability to communicate and follow instructions in English.