2023-05-18

Vacancy summary

Required project manager asisstant with good knowledge of English.

GEO1468521

Georgia

Education : Without high
Experience : no experience

Vacancy details

Remote work, pleasant team, the possibility of a permanent place of work. Our field of activity is the performing arts.

Schedule:

Mon-Fri

9:00–18:00 (Berlin time)

Sat

9:00–12:00 (Berlin time)

Sun — day off

As well as all official holidays according to the German calendar — days off.

Duties include: searching for students for courses and seminars, promotion of international projects, work with email

newsletters, maintenance and development of accounts and groups in social networks (Facebook, Instagram, LinkedIn).

Daily duties:

1) searching for email addresses and sending promotional messages to them

2) posting ads in Facebook groups

3) sending ads in the Facebook messenger and Instagram direct

4) searching for new Facebook groups

5) searching for sites for hosting events, courses. As well as posting ads on these sites

6) working with LinkedIn

7) reporting at the end of the working day / week / month

Contacts