



Digital Marketing & Sales Assistance Executive

Finvent, since 2001, is a successful regional provider of award-winning software and services provider to the investment management industry. Our clients span across 15+ countries include asset managers, wealth managers, banks, family offices, fund managers, fund administrators and prime brokers.

Description

We are seeking a talented and service-minded person to join our team as a Digital Marketing and Sales Assistance Executive. In this role, you will help us serve as best as possible our clients across Europe, Middle East and Africa.

This is a unique opportunity to blend your marketing and organizational domain expertise with financial industry knowledge and technology skills, in a vibrant, international work environment.

This is a part time role which could grow into full time, and some of the principal tasks for this Marketing and Sales Assistance position, are as follows:

- Act as CRM (SalesForce.com) administrator, warranty its data quality and reports
- Manage global digital marketing campaigns and leads generation efforts
- Lead all online content effort as well as conferences, events, etc.
- Be proactive of all web site content management and administration
- Manage the creation and on-time delivery of marketing materials.
- Manage corporate social media, including LinkedIn and Facebook presence.
- Organize and prepare RFP submissions and contact initial follow ups and validation on prospect interest

Qualifications

- Interest in the Investment Management and NPL market segments.
- A relevant University degree is required; postgraduate degree is preferred
- Relevant 3-years work experience in a digital marketing or relevant event/conference participation or via relevant consulting practice or as a software sales support.
- Excellent language skills in English and in Greek is an absolute requirement. Spanish or Italian languages skills will also be very helpful.
- A self-motivated, energetic and very positive team player with strong ability to set & deliver on priorities and to solve problems effectively.
- Be positive on technology and financial investments, our core business
- Expert knowledge of MS Word, MS Excel and MS PowerPoint a minimum. Prior experience with Salesforce.com is highly desirable.



Benefits

On top of working in a challenging ever-changing sector, award winning products and an excellent, friendly team, we are offering:

- Excellent career opportunities in a stable and supportive corporate environment
- Competitive salary and bonus payment plans
- International marketing and global professional experience
- Be part of a socially responsible entity and with a group of like-minded people

CV Submission (in English) at:

hr@finvent.com

CODE: 23DM

Deadline 20 November 2022

All applications are confidential.

Please Respond ONLY if you comply with most Job Qualifications

Your race, age, ethnicity or disability, gender identity and expression make no difference to Finvent. We want to attract, develop, promote and retain the best people based only on their abilities and professional behavior.

Disclaimer: Finvent collects and processes personal data in accordance with the EU General Data Protection Regulation (GDPR). We are bound to use the information provided within your job application for recruitment purposes only and not to share these with any third parties. We will keep your resume in our database for potential future consideration.

In case you want to be deleted from our database you can contact us via email at hr@finvent.com