

# TRUSTMOORE

The Trustmoore Group of companies is a vibrant, rapidly expanding, international, innovative corporate service provider that delivers high value-added services and tailored solutions to a wide range of financial institutions, investment managers, corporations and individuals. On daily basis, with a global team of more than 130 of the best people in the business, services are delivered with dedication and personal attention. You will be working in a dynamic and continuously changing international environment. We are proud of our informal culture, which encourages a healthy balance between hard work and good fun.

For our expanding Marketing Department, we are currently looking for an enthusiastic:

## MARKETING ASSISTANT

This is a global, remote, internal and varied position within the Group. This role is part-time initially, with the possibility to become full-time. The Assistant will support the Head of Marketing. We are looking for somebody with very strong organizational skills, who is very comfortable working individually, meeting assigned deadlines and producing quality results.

Key responsibilities will include:

- Designing of brochures, leaflets, business cards, word templates and fillable PDF files in line with our corporate brand and style;
- Acting as a corporate brand guardian;
- Content management and SEO of our websites using WordPress;
- Managing social media pages and presence and grow our online community;
- Creating marketing content for social channels using design software;
- Interpreting digital marketing analytics and identifying opportunities for improvements;
- Preparing the internal Newsletter;
- Be the back-up for the Head of Marketing.

To be successful in this role you will need to;

- Have relevant marketing experience;
- Be a native English speaker;
- Be creative and have strong DTP, social media and website skills;
- Have experience as a graphic designer;
- Have an in-depth experience with website analytic tools;
- Have experience managing social media in a business environment;
- Have a very knowledge of InDesign, WordPress CMS and Google Analytics;
- Have an entrepreneurial business focus, problem-solving attitude;
- Have excellent organization, prioritization and co-ordination skills;
- Have a keen eye for detail and good copywriting skills;
- Be self-motivated, able to work independently and as a part of a team.

We are looking for a creative new colleague with a professional, hands-on and independent work mentality available on part time basis. This is a remote position (however being based in Barcelona is a plus) especially of interest to someone already self-employed.

Trustmoore offers you a highly dynamic, fast-paced and international working environment where entrepreneurial spirit and fun are two of the core values. We offer a competitive internship compensation and (international) career opportunities and personal growth through intensive training and coaching.

Interested in this position?

Please forward your resume to Annelies Dos Remedios

[annelies.dosremedios@trustmoore.com](mailto:annelies.dosremedios@trustmoore.com)

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.