

FBCB is looking for a new Marketing and Events Coordinator!

If you are looking for a chance to gain valuable experience working in a dynamic environment, you may be just the person we are looking for.

JOB DESCRIPTION/RESPONSIBILITIES:

- Delivery of all the Chamber's marketing and communication activities
- Creating content for monthly newsletter and website
- Updating and maintaining Chamber's website and social media pages (Facebook, LinkedIn, Twitter, and Instagram)
- Representing the Chamber at a variety of functions, including outside normal office hours.
- Taking part in event planning with the GM – from initial idea generation, venue sourcing, creation, and design of invitations and advertisements, to coordinating on and after the day.
- Other daily office management functions.

SKILLS/EXPERIENCE:

- Fluent English, both written and spoken, is essential, Finnish or any other language appreciated;
- Good written and oral communication skills;
- Good social media knowledge
- Previous marketing or content creation experience is an advantage;
- Previous sales experience is an advantage;
- Experience with various software desirable (Microsoft Office, Canva, InDesign)
- Interest in Finland and advancing business relations between the UK and the Nordics
- Independent, proactive and innovative approach to work, with the ability to take initiative and come up with new ideas;
- Good time-management skills, with the ability to multitask and effectively prioritise incoming workload;
- Outgoing personality with the ability to work with people across all levels.

This is a part-time role, 2-3 days per week with a fixed-term contract for 6 months, with possibility of extending by mutual agreement. The ideal start date would be in the beginning of August. Compensation for the role is £12.00 per hour.

To apply for the role, please send your CV and Cover Letter to [jade\(a\)fbcc.co.uk](mailto:jade(a)fbcc.co.uk)