

DIGITAL MARKETING ASSISTANT

COMPANY DESCRIPTION

Since 2003, thinkSPAIN has been a leading Spanish property portal that currently lists over 250,000 properties for sale and rent, as well as jobs, services, news and information for its predominantly international audience.

JOB DESCRIPTION

As our new *Digital Marketing Assistant* you will report directly to our Digital Marketing Manager and work closely with him on the numerous tasks that keep us attracting millions of visitors and delivering thousands of leads every month to our many clients (real estate agents).

We are looking for a native Spanish speaker with advanced English (our internal language of communication), strong writing skills, a good eye for design, and of course a passion for all things marketing.

PRIMARY DUTIES & RESPONSIBILITIES

- Assist in projects and the Marketing department's day-to-day work
- Prepare weekly mailshots and newsletters
- Review and improve data quality
- Keyword research, planning and grouping
- Update reports to track online marketing metrics
- Assist with beta testing
- Manage our social media channels and provide engaging content
- Write new property-related content for our website, mailshots and other channels
- Plan and prepare client and media communiques.
- Create surveys and polls

REQUIREMENTS

- A degree in (Digital) Marketing, Communication or similar education
- Spanish native and English advanced level
- Understanding of basic concepts of Online Marketing (SEO, SEA, CRM, email marketing) and Web Analytics
- Knowledgeable about the leading social networks
- Creativity, attention to detail, and a love for writing

WHAT WE OFFER

- Plenty of on-the-job training with an experienced Digital Marketer at a successful, established company
- Being part of a small, highly-experienced team in a friendly and relaxed environment
- Primarily office based but with some remote working flexibility
- A competitive salary based on experience

HOW TO APPLY

Please send us your CV, and a short text in English and Spanish about *why you want to work with us (your motivation), why you would be a great asset (tell us about yourself), and what your perfect working day might look like (your expectations)* to marketing@thinkspain.com