

Turkey Jobs Expertini®

Part Time Working Student (Marketing)

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Company: Siemens Sanayi ve Ticaret Anonim Sirketi

Location: İstanbul

Category: other-general

For our Smart Infrastructure Electrification & Automation Business Unit, we are looking for Part Time Working Students (Marketing).

What are my responsibilities?

Effectively provide professional administration support to the Leaders/Managers/Department as necessary

Establish, maintain and develop efficient office and administration systems and processes, to ensure the smooth and effective running of the office at all times

Responsible for managing diaries, organizing internal/external meetings / events, booking of travel arrangements and couriers

Act as the focal point for the Leaders/Managers / team members, judge the work priorities and proactively manage conflicting demands of the team

Administer and minute key meetings, including the management of meetings rooms

Collate and produce high standard documents for a variety of forums including team and management meetings, other meetings, reports and publications

Manage and follow up on IT needs for the team.

Run reports as required and assist with the administration and co-ordination of departmental reports

Responsible for purchasing office supplies, stationaries, trainings and various items required by the management team, using the relevant Siemens tools e.g. SAP, Concour, etc. and processing any invoices/expenses

Manage and organize lockers, ID card process and access rights to the building

Presentation and communication support and day-to-day operational activities

Support and operate filing and database systems, carrying out regular reviews to ensure accuracy and completeness

Working with business units to identify the needs of marketing campaigns

Supporting social media accounts according to the marketing strategy

Regularly following relevant technology trends in web analytics and supporting the development of Digital Marketing activities with creative initiatives

Within international sales focus, regularly following, creating and updating digital contents

Ensuring up to date content of domestic webpage and support internal communication activities

Supports preparation of speeches and events as well as surveys operationally.

Performs information research.

Preparing effective communication plan to reach anonymous markets.

What do I need to qualify for this job?

University student in Marketing, Public Relations ,Media Relations or related area

Able to work 2,5 days within the week.

Experience in Marketing, Digital Marketing, Social Media Management,

Fluent English both written and verbal

Excellent usage of MS office programmes, Digital Marketing Tools, Graphical Design Tools and Photoshop Programmes (DaVince Resolve - preferred)

Excellent customer understanding, communication and interpersonal skills

Eager to follow new trends and technologies

As Siemens, we believe physical barriers are not related to potential. Only the potential matters to us. Therefore, we look forward to receive applications of candidates with physical barriers and chronic illnesses. We support healthy relationships between candidates with barriers and their colleagues because we believe we can create differences together.

Siemens is dedicated to quality, equality, and valuating diversity, and we welcome applications that reflect the diversity of the communities within which we work.

We are looking forward to receiving your online application. Please ensure you complete all areas of the application form to the best of you ability as we will use the data to review your suitability to the role.

Please find more information from our web site:

Contact

If you need more information please don't hesitate to contact us.

+90 216 459 20 00

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