Schneider Electric is leading the Digital Transformation of Energy Management and Automation in Homes, Buildings, Data Centers, Infrastructure and Industries. We’re looking for people with a passion for success — on the job and beyond. Schneider Electric is offering an exciting career opportunity in international environment for ambitious graduate in the role of Junior Marketing Coordinator located in Tallinn.

The Marketing Coordinator is responsible for planning and execution of marketing campaigns, events and communication activities.

Key responsibilities:

- Ensure local alignment with the Global Marketing mission, its strategic approach, principles, processes and tools.
- Ensure comprehensive event execution with the relevant mix of activities and communication before, during and after the event. Covering owned, earned and paid channels (e.g. PR, web, advertising, Social Media, internal information)
- Actively plan, write and prepare content for campaigns and secure the content to be included in the Social Media plan addressing different target audiences.
- Leverage on Global Marketing event assets, campaign material and event guidelines. Planning and managing implementation of exhibition booth, communication, seminars, social activities, branding, and all related event activities.
- Secure updated and relevant localized web content, aligned with campaigns and communication activities.
- Localize marcom assets and catalogues for new offer releases, campaigns and activities.

Expectations:

- Degree in Marketing or Communications or related field
- Relevant work experience will be considered as an advantage
- Fluent Estonian & English
- Excellent communication & people skills
- You are goal oriented and have high stress tolerance
- You are accurate, able to multitask and meet deadlines.
- Driving licence for visiting customers and trade fairs.

We offer:

- Interesting and challenging job in dynamic, digital and international environment;
- Opportunities for professional growth and career;
- Friendly, diverse and inspiring colleagues and leaders;
- Well-being initiatives to help you succeed.

To succeed in this role, you need to be a natural collaborator with the ability to communicate effectively with people at all levels. You have good presentation skills and ability to develop positive relationships with customers, partners and Schneider Electric employees in the Baltics. You are a self-starter, highly organized and ready to gain experience in marketing communications projects.

If this sounds like you please apply online or send your application letter and CV to terhi.meskanen-falk@se.com

Application deadline 20 Dec 2018. Applications will be reviewed on a rolling basis.