

## **MARKETING INTERN & SOCIAL MEDIA COORDINATOR**

### **Description:**

Rufil Russia Consulting is looking for social media coordinator to support Marketing and Development team with digital presence and activities, for its office in Moscow.

Position can be remote as well – depending on the location.

Intern will work together with Marketing and Development Manager to ensure coordination of social media channels and online campaigns.

### **Main tasks:**

- Creating engaging text, image, and video content.
- Designing posts to sustain readers' curiosity and creating buzz around new services.
- Stay up to date with changes in all social platforms ensuring maximum effectiveness.
- Facilitate online conversations with customers and respond to queries  
Oversee social media accounts' layout.
- Digital media and marketing advertising
- Support other digital activities such as newsletter, webinars, blog and articles writing etc.

### **Requirements:**

- Applicant must be student of economy, law or marketing
- Previous experience in promotion and marketing of business consulting services is an asset.
- Knowledge and experience in social media management
- Knowledge of design programs such as Canva or Adobe tools
- Experience in digital advertising
- Experience in digital analytics
  - Proficient knowledge of English is mandatory; knowledge of additional languages is an asset (example Russian or German)

If you meet all requirements, please submit your application to our Business Development Manager – Bojana Minic at [minic@rufil-consulting.com](mailto:minic@rufil-consulting.com)

For more information visit [www.rufil-consulting.com](http://www.rufil-consulting.com)