

**Job Title: Communications and Marketing Executive -S009533**

**(One Year Contract Initially)**

**Location: Dublin City Centre**

**Salary: €55-60K DOE**

***Recruitment Plus is now recruiting for a Communications & Marketing Executive position.***

**Role:**

My client has an exciting opportunity for a Communications and Marketing Executive to join their team. This is a new role working as the primary point of contact and information about the education centre. There are many new initiatives and changes to the educational model being introduced over the next two/three years and the candidate will have the primary responsibility for communicating these.

Responsibilities will include liaison with firms and schools. The Executive will also be responsible for drawing up a communications strategy for the centre, co-ordination of open days and other events and representing the education function of the centre at relevant external events such as university career fairs.

This is initially a one year contract position reporting to the Director of Education.

**Responsibilities**

- Liaison with firms and schools
- Be the first point of contact with all such stakeholders.
- Drawing up a communications strategy
- Writing of promotional material about programmes and courses.
- Provision of material about the centre's activities to relevant PR and communications staff
- Responsibility for career leaflets and other education publications.
- Co-ordination of open days and other events and representing the education function of the centre at relevant external events.

**Knowledge & Skills**

- Marketing/communications qualifications and experience required.
- Considerable administrative ability.
- *Knowledge of the legal profession and relevant educational experience.*
- Self-starter and willingness to contribute ideas.
- Excellent organisational, communication and interpersonal skills
- Excellent written and verbal communication skills with a high attention to detail
- An ability to work on his/her own initiative and be proactive in achieving project outcomes
- Excellent IT skills
- A proactive approach with a can-do-attitude to work
- Methodical, flexible and capable of undertaking multitask driven work

**Remuneration & Benefits**

- Salary €55-60K DOE
- Excellent working conditions
- Training & development opportunities
- Pension

For more information please call Lorna on 01 2788610 or send your CV in confidence through the link at <https://www.recruitmentplus.ie/job/communications-and-marketing-executive-s009533-2/#>

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