

VACANCY ANNOUNCEMENT

Company Profile: Balfin Group is among the largest private investment groups in Albania. The Group's investment portfolio embraces activities of real estate development, retail sales, commercial and industrial space management services, mining and metallurgy industry, customer financing, etc.

ACREM is part of the Balfin Group specialized in providing Real Estate Management. ACREM is the managing company of TEG and QTU shopping centers. With a large network of professionals, ACREM offers a broad package of services such as: Financial Consultancy, Marketing, Leasing and Management.

Job position: Marketing Specialist / Online Profile
Department: Marketing
Location: ACREM Headquarters (Tirana East Gate)

Summary : Is responsible for developing the voice for all aspects of our company's online presence.

Duties and Responsibilities:

- Will manage all the online channel content and all the projects related with the online Medias.
- Will write, edit, proofread new content while ensure that all documents meet the established standards of the company.
- Will facilitate publishing content to all the company online channels, will work closely with developers and the marketing staff for displaying the content.
- Will be responsible for crafting online promotions, email newsletters.
- Will be responsible for growing our virtual network.
- Should indentify new opportunities and ways for having the no.1 position in online awareness, get continues benchmark of the sector players, nationally and internationally.
- Responsible for implementing changes to online layouts based in usability and analytics.
- Able to provide, analyze analytics and proposing actions.

Qualifications and Skills:

a. Education:

- Bachelor Degree in Business Administration, Marketing Profile Preferred
- Master Degree in Marketing and training in this field are an advantage

b. Work experience: Minimum 3 years in marketing

c. Other Qualifications:

- Various training related to online marketing.
- English fluency and PC proficiency.
- It is preferred to own the Italian language, or another EU language

* Skills & abilities

- Must have very good communication and collaboration skills in the group,
- Must have very good organizational skills,
- Must be an energetic person with high self-motivation at work,
- Must initiate ideas for marketing,
- Must have the ability and the independence in decision-making within the competences of the position,
- Must have very good interpersonal skills.

Application Procedure*:

To apply for this position, please submit a CV and a Motivation Letter before **March 8th** to the e-mail address hr@acrem.al

** All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".*