

# Job Vacancy

Digital Communications Assistant (Ref. 10/14)

## The Company

Emergo Wealth Ltd. is a fully-fledged financial services and investment advisory company, built on world-class professional expertise, integrity and transparency.

We provide investment advisory, brokerage, personal financial planning and administrative services that enable our clients to rely on turnkey, total solutions to manage and grow their wealth. We also provide a broad range of corporate financial advisory services. Our research desk offers a range of proprietary reports on a number of sectors of the Cyprus economy, as well as ad hoc analysis reports upon request. Emergo Wealth is registered with the Cyprus Securities & Exchange Commission (License No. 232/14).

## The Position

Reporting to the Managing Director, The primary responsibilities of this role will be assisting with Digital Marketing and Communications. The responsibilities are varied and will include: designing, coordinating content and posting newsletters, managing the design and printing of all marketing and communications materials such as reports, proposals, brochures, presentations etc.

## The Successful Candidate

A candidate with an interest in marketing or prior experience is an asset. Being able to take on several tasks at the same time is a key quality we are looking for in a candidate. Strong computer skills and familiarity with various social media tools and dashboards, and an intermediate level understanding of InDesign, Photoshop and Illustrator, is paramount. Copy writing skills in English and Greek would be considered an advantage. This is an entry level position, while experience is beneficial, it is not a requirement.

You should be self-motivated, possess the ability to exercise confidentiality, allocate your time effectively, and manage tight deadlines with co-workers nine time zones away; handle multiple demands and adapt to new ideas and constant changes and pay strong attention to details.

## The Compensation Package

We are looking to have this position filled as soon as possible. A full time person would be best but we can work with part-time as well. An attractive remuneration package will be offered to the successful candidate subject to qualifications and experience.

## How To Apply

Please send a motivation letter along with your curriculum vitae including strong personal and professional references by e-mail to [careers@emergowealth.net](mailto:careers@emergowealth.net)