**Dear DKU Alumni,**

We would like to announce a new vacant position in METRO.

Position: Marketing Coordinator

**PURPOSE OF THE JOB:** The purpose of the Marketing coordinator performance is to increase sales, profit and customer visits frequency; improve awareness on the METRO brand and customer loyalty; build and maintain METRO brand positioning on the market through efficient work of the team.

**Main responsibilities & expected results:**

* Check advertising texts and ensure all texts are grammatically and orthographically correct in all printed languages.
* Control over the design of the creative work (design, slogans and texts, audio and video clips), and for their timely alignment with the company management.
* Control over alignment of the promo materials with the relevant authorities, including Almaty Zharnama, etc.
* Overall, coordinate the ongoing promo campaign production process to ensure timeliness and quality of preparation and quality final result which is in line to METRO standards and METRO brand-book.
* Working with documents of contractors, providing the necessary documents for accounting.

**Skills, knowledge, experience:**

**Experience**

* Bachelor’s degree in Marketing;

**Skills**

* Strong negotiation and communication skills
* Competent user of MS Office (mainly Excel and Power point).
* English, Russian good knowledge
* **Kazakh native**
* Creative and initiative

Please send your CV to the Department of social work & career via e-mail Karrierezentrum@dku.kz, specify the position in subject.