



Marketing and Communication Specialist

The Firm:

George Z. Georgiou & Associates is a full-service Cypriot law firm consisting of experienced lawyers, arbitrators, legal consultants and support staff. The Firm is seeking to recruit a Marketing & Communications Specialist.

Main Duties/Responsibilities:

- Designing and implementing marketing communication plans in conjunction with the digital and social media strategy
- Day-to-day running and ownership of the digital content for the firm's website, digital and social media communications across all platforms
- Increasing Firm's branding and awareness
- Managing and directing all public relations and marketing campaigns and events for the Firm
- Representing the Firm at various events
- Managing and maintaining clients' databases
- Creating and compiling practice specific content for rankings, nominations and submissions for press and media including, CBA, Legal 500, Who's Who Legal, etc.
- Maintaining and keeping current the Firm's and Staff Members' biographies
- Ensure all marketing materials are up-to-date, consistent, focused and are reflective of the correct messages
- Researching and uploading articles to Firm's website and social media platforms
- Coordinating all photography/filming requirements for PR, events, website and other marketing activities

Qualifications:

- Bachelor's degree in Marketing and Communications or related field, Master's degree is desirable
- 5 years' relevant experience in Marketing and Communications
- Excellent knowledge of traditional and digital marketing, content marketing, and social media marketing
- Knowledge in design and video editing applications
- Excellent knowledge of business use of social media
- Fluent written and spoken Greek and English
- Excellent presentation and verbal communication skills.
- Computer literate (Microsoft Office Suite applications)
- Highly organised with the ability to work independently, prioritize and multitask a variety of initiatives and projects
- Outstanding attention to detail

An attractive remuneration package and benefits will be given to the successful applicant.

Interested applicants should read our [privacy notice](#) before applying by sending their CV and cover letter to hr@gzg.com.cy

Find out more about us at www.gzg.com.cy