



## Vacancy summary

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# Required project manager asisstant with good knowledge of English.

GE01468521

Georgia

**Education** : Without high

**Experience** : no experience

## Vacancy details

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Remote work, pleasant team, the possibility of a permanent place of work. Our field of activity is the performing arts.

Schedule:

Mon-Fri

9:00–18:00 (Berlin time)

Sat

9:00–12:00 (Berlin time)

Sun — day off

As well as all official holidays according to the German calendar — days off.

Duties include: searching for students for courses and seminars, promotion of international projects, work with email

newsletters, maintenance and development of accounts and groups in social networks (Facebook, Instagram, LinkedIn).

Daily duties:

- 1) searching for email addresses and sending promotional messages to them
- 2) posting ads in Facebook groups
- 3) sending ads in the Facebook messenger and Instagram direct
- 4) searching for new Facebook groups
- 5) searching for sites for hosting events, courses. As well as posting ads on these sites
- 6) working with LinkedIn
- 7) reporting at the end of the working day / week / month

## Contacts

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