

## Marketing and Communications Specialist

The "National Innovation and Entrepreneurship Center" of the Ministry of Economy of the Republic of Armenia (hereinafter referred to as the Organization) is a non-profit organization with legal entity status. The Organization's main objectives are forming and implementing effective governmental technology transfer mechanisms, providing support and advice to businesses (including SMEs), and providing scientific and technical information through our library services. NCIE invites applications from qualified candidates who want to work in a great environment to fill the position of **Marketing and Communications Specialist**.

### Required Qualifications

- Bachelor's degree in Marketing, Communications, or any other related field.
- Proficiency in Armenian, Russian and English.
- Solid knowledge of web analytics tools, SEO tools and G-suite.
- Excellent organizational skills with the ability to prioritize tasks and work under pressure.
- Experience in leading and managing digital marketing campaigns.
- Excellent verbal and written communication skills with extreme attention to detail.

### Job Responsibilities

- Develop marketing concepts and implement effective communication strategies.
- Plan and manage Web, SEO, email, and social media marketing campaigns.
- Organize conferences/events and create online and offline communication materials.
- Coordinate the creation of digital content for the website, blogs and podcasts.
- Network with industry experts and potential individuals to drive the Center's awareness.
- Perform other related duties as assigned.

### Additional Information

- Type: A full-time job (from 9:00 AM – 18:00 PM)
- Location: Komitas 49/3, Yerevan

### Application Procedure

Interested applicants are welcome to submit their CVs to [info@ncie.am](mailto:info@ncie.am) with the subject heading "Marketing and Communications Specialist". Applications must be received by **September 8, 2022** and only shortlisted applicants will be invited for interviews.