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**Job Title:** Marketing Coordinator

**Summary:** Assist the Managing Partner and COO to carry-out marketing strategy.

**Duties:**

- Organize company sponsorships and seminars
- Support sales by arranging meetings and providing professionals with information
- Participate in direct marketing campaigns to develop business opportunities
- Attend networking events (Am Cham, conferences, etc.) on behalf of the company
- Search for and coordinate advertising, speaking, and publications opportunities
- Collect and summarize client feedback surveys
- Manage CRM Database
- Manage sales report and prepare End of Month sales summary
- Administer Rainmaker program
- Maintain adequate supplies of corporate materials (company envelops and letters heads; printed folders with corporate materials etc.)
- Secondary stand-in for the office manager during lunch, day-off, and breaks.
- Competitive analysis

**Requirements:**

- Relevant higher education
- Intermediate English Language Skills (both written and spoken)
- Fluent Russian
- Age – up to 25 years
- References upon request
- Outgoing personality / Strong communication skills
- Familiar with MS Office Suite

**Working Conditions:**

- Full work day staff position
- Job placement as a full staff member, 28 work days of vacation
- Medical Insurance
- Compensation for lunches
- Mobile phone allowance
- Salary based on the applicant's qualifications and the outcome of the interview.
- Reports directly to COO