



TAKRAF Group, through its established and well-known brands, TAKRAF and DELKOR, provides innovative technological solutions to the mining and associated industries. With more than 1,000 employees across Europe, Africa, Asia, the Americas and Australia, we offer exciting and challenging career opportunities around the globe.

www.takraf.com

Our Sales/Marketing team in Leipzig are looking for somebody to fill the following position from 1 January 2023:

Corporate Communications & Social Media Manager (m/f/d)

Permanent, full-time position. In this position, you report to the Head of Sales & Marketing.

Main responsibilities

- Responsibility for all TAKRAF Group internal and external communication in coordination with management, to ensure that the content of the communication is in line with the corporate strategy and the group guidelines
- Developing and implementing effective internal and external communication strategies which promote employee and customer loyalty, brand awareness and general satisfaction
- Managing the publication of this internal and external content on our platforms
- Coordinating the outsourcing of marketing activities (as required), reviewing and developing RFPs
- Overseeing the marketing budget
- Planning and coordinating the design, content and production of all marketing material
- Assisting with the organisation of specific events, from booth design to communication plan
- Assisting with the preparation of presentations/content for lectures and events
- Harmonising and coordinating overall marketing support with the international subsidiaries
- Defining KPIs for performance reviews and reporting on activities and campaigns
- Assuming any other tasks and activities necessary for the course of business operations

Personal and professional requirements

- Completed higher education degree in journalism, marketing, communications or similar
- Many years of professional experience (more than five years) in a similar field
- Extensive experience and good judgement when it comes to planning and reaching goals
- Comprehensive writing skills, editorial skills, proofreading skills, design skills/formatting abilities as well as experience with professional printing/publishing are essential, including the ability to present concepts orally
- Communication skills, affinity for sales, presentation skills and intercultural skills
- Autonomous, well-organised, with good time management
- Highly self-motivated, enthusiastic and creative
- Excellent project management skills
- Attention to detail, precision and a high level of self-discipline
- Extensive knowledge of the following software: Typo3, Photoshop, InDesign and Sharepoint
- Extensive knowledge of the MS Office products, especially Excel, Word and Outlook (including formula applications and VBA)
- Excellent English skills (C1–C2), being a native English speaker would be an advantage
- Ability to speak German preferred

What you can expect

As Corporate Communications & Social Media Manager you can expect a wide variety of tasks in a highly technical, international environment. You will be supported by a dynamic and highly motivated team.

We offer you outstanding opportunities for professional development and further training. At the same time, you will be able to benefit from flexible work hours and an attractive salary.

Now it's up to you!

Please send your written application to the HR department: Ms **Michelle Lammel** or by email to: jobs@takraf.com