EXTERNAL VACANCY

Would you like to join the most dynamic team in tertiary level education? Would you enjoy the challenge of helping to chart the course of an organisation, the hallmarks of which are leadership and innovation? Then we may have the perfect opportunity for you!

The Arthur Lok Jack Graduate School of Business (UWI-ALJGSB) is seeking to recruit a **Marketing Officer** who will be responsible for the conceptualization, organization, execution and evaluation of Marketing Plans for the different initiatives/projects of the School; from Advertising Campaigns to Experiential Events and/or Activities. The main objective is to build the Brand of the School and the accomplishment of its targets. Campaigns/ Projects/ Initiatives /Events can include: corporate initiatives/ new product/services launches, business units identity development, students initiatives (study trips, graduation, orientation, networking, etc) press conferences, student recruitment events; Business mixers, conferences, exhibitions and fairs; festivals; promotions, product launches; fundraising and social events; corporate and internal events, etc.

To be our **preferred** candidate, you **MUST** have:

- A Bachelor’s Degree in Business Administration / Marketing / Event Management or a related field.
- At least three (3) 3-5 years experience in Marketing/Communications/ Events.

**Key Competencies**

- Strong interpersonal and communication skills both written and verbal.
- A high level of self-motivation, adaptability and integrity.
- Demonstrated ability to assess and prioritize multiple tasks, projects, and demands.
- Must have good customer relation skills
- Skilled in managing multiple projects and working independently.

Do you fit this profile? Then submit your application to **hr@lokjackgsb.edu.ttt** by **Tuesday 30th June, 2015.**