




The Consilio Consulting Bulgaria EOOD is searching for a

Marketing Assistant (m/f/d)

 Sofia (Bulgaria)

YOUR TASKS

Our part-time position requires 30 hours per week. Your responsibilities will be diverse and include:

- Design and refine presentations (PowerPoint) according to our Corporate Identity (CI).
- Create and edit diagrams in PowerPoint.
- Design and customizing templates for Office programs (PowerPoint, Word).
- Utilize additional add-ins and tools (e.g., empower).
- Create and format extensive Word documents.
- Develop and maintain web graphics, edit, and optimize images for various digital channels.
- Produce and edit videos for social media, product presentations, and marketing campaigns.

YOUR TALENTS

- Knowledge in graphic design, layout, and visual communication.
- Proficient in design software such as Adobe Creative Cloud (especially Photoshop, Illustrator, Premiere Pro, and InDesign) and Canva.
- Creativity, teamwork skills, and a structured way of working.
- Very good proficiency in English (C1), German is an advantage – both written and spoken.
- Experience in creating and designing presentations (PowerPoint).
- Proficient knowledge of Microsoft Office 365 (Word, Excel, PowerPoint).
- A strong sense of design, color, and typography.
- Independent, structured, and detail-oriented work approach.

YOUR BENEFITS



WHO WE ARE

CONSILIO offers companies excellent consulting services in the digitalization and automation of company-wide business processes. Our consultants combine process-oriented and functional technical SAP application know-how with the aim of improving the competitiveness of companies through the effective and efficient use of standard software. Well-known national and international companies place their trust in us and build on our many years of experience, competence and innovative strength. Because we understand them.

QUESTIONS?



Your Contact:

Inna Derix

Head of People & Organisation

