

**Join us
and make
a difference**



Marketing Assistant

WOOD & Company is a leading investment bank in Emerging Europe, with over 270 employees in six offices across Europe. We are looking for an enthusiastic and motivated junior colleague for our newly-established Group Marketing Department. Based in Prague, you will be supporting colleagues across the WOOD & Co. Group, preparing various marketing materials and presentations, updating our website and keeping all our materials up to date. While working primarily with our Prague staff, you may also support our colleagues based in Bratislava, London, Warsaw, and other WOOD & Co. offices.

The candidate we are looking for should be flexible, with good attention to detail, and intellectually curious.

WHAT CAN YOU EXPECT FROM THE ROLE?

- Creating tailor-made B2B marketing materials, such as presentations, brochures and conference invitations
- Acting as a brand ambassador for WOOD & Co.'s employees and overseeing all the materials are in line with our company's new visual identity
- Administrative support – the regular updating of various information across the company's materials
- Keeping our website and corporate materials up to date
- Being an integral part of a team working on various new projects for the firm

What key skills and competencies would we like you to have?

- Superior written and verbal Czech and English language skills
- Basic knowledge of Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Proficiency in MS Word, Excel and PowerPoint
- Effective interpersonal and communication skills
- A sense of responsibility and a commitment to delivering quality work
- Attention to detail, well-developed organisational skills and a positive attitude

What can we offer you?

- A dynamic work environment and the opportunity to be part of the leading CEE investment group
- A welcoming international environment in the centre of Prague (Palladium)
- A part-time or full-time role, and the possibility to work flexible hours
- Five days' extra holiday, five sick days, Multisport card, yoga classes, pension contribution

Start your career with us

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