



BDO Solutions Ltd is hiring a **Marketing Analyst**. If you're interested, kindly send us your CV by email on [hrsol@bdo.mu](mailto:hrsol@bdo.mu).

### Key Responsibilities

- Design and format documents using MS Office Tools (Word, PowerPoint, and Excel).
- Craft visually appealing marketing materials using platforms like Canva.
- Co-ordinate the production of branded materials, ensuring consistency and alignment with brand guidelines, and maintain a good relationship with suppliers.
- Support the marketing department's initiatives with the planning, executing, and tracking of marketing programs such as email, event, social media, or content marketing.
- Assist with monitoring and updating of our social media platforms.
- Community management - Respond to online comments and finds creative ways to engage social media users and employees.
- Content research and creation for various communication channels.
- Support the marketing team in daily administrative tasks.

### JOB REQUIREMENTS

#### Minimum Qualifications and Skills

- Bachelor's degree in Marketing, Communications, or a related field.
- 1-2 years of experience in Marketing.
- Strong Proficiency in MS Office tools, especially PowerPoint.
- Demonstrable skills in design platforms, particularly Canva. Proficiency in Adobe Photoshop will be an added advantage.
- Firm grasp on various marketing platforms, channels, and best practices, including social, digital, and email marketing.
- Strong written and verbal communication skills.
- Ability to manage and prioritize multiple projects and deadlines.
- Must have a high level of creativity.

