

REF: MKT2201

JOB POSITION: Editorial Assistant (Marketing)

LOCATION: Maia - Porto/ Portugal

About Nonius

16 years of experience in hospitality technology

[Nonius](#) provides hospitality technology to more than 330,000 rooms worldwide – in Hotels of the most renowned international chains and several of the most emblematic and recognized independent hotels.

With 11 subsidiaries in EMEA and the Americas and an extensive service partners network, Nonius is equipped to serve global hotel groups, local chains and independent hotels.

We also bring hospitality to other markets such as Outdoor, Apartments, Co-living, Healthcare, Maritime and other Sport and Leisure facilities.

Job description/specification

We are looking for a Marketing Assistant to be part of our Sales & Marketing team, who will actively support in the execution and management of the Group's communication and social networks.

Responsibilities / Tasks

- Assist on the creation of the product communication, case studies and corporate communication content:
 - writing and editing copy based on bullet points
 - proofreading and fact checking articles
 - researching and commissioning features and titles
 - interviewing contributors (Product Managers, Executive Team, Unit Directors)
 - researching images for the Design Team
 - liaising with authors (Product Managers, Executive Team, Unit Directors, Marketing Staff, Designers)
- Email marketing platform support and management;

- Suggest content for the Nonius' Group social networks "with pace and low verbose" based on the product communication, case studies, corporate communication content and referrals from clients and partners;
- Contribute to achieve the Sales and Marketing KPIs target for communication, SEO, lead generation, Social Media and references in the press;
- Assist with planning logistics and coordination of virtual, in-person, and hybrid events globally.

What we require from you

- Degree in Editorial, Marketing, Communication or relevant areas;
- +1 year experience in similar functions;
- Excellent communication skills - both oral and written, with high proficiency in English and Portuguese;
- Strong copywriting and proofreading skills;
- Excited about immersing yourself in the world of technology;
- Ability to work under pressure to achieve goals in a reactive environment;
- Creative, resourceful, detail-oriented and highly organized.

What we offer

- An exciting role on an established company that has been growing sustainable year on year;
- Great Office environment with fully equipped staff kitchen, free beverages (coffee, tea,...);
- A comprehensive onboarding program and training plan to promote team integration and success in the role;
- Career progression and/or opportunities for other responsibilities within the company;
- Competitive salary package.

Please send your resume to jobs@noniussoftware.com with reference MKT2201.