

VACANCY ANNOUNCEMENT AT GMIT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 18/02/2025

Closing Date: 18/03/2025

Expected starting date: 03/2025

Salary: Salary is commensurate with education and experience.

Established in 2013, German- Mongolian Institute for Resources and Technology (GMIT) is the youngest state university in Mongolia and the first university based on bilateral governmental cooperation. The founding of GMIT was jointly initiated by Mongolian and the German Federal Government continues to support the development of the university.

ASSOCIATE TO MARKETING

The responsibilities of this position are:

- Developing and implementing a Communication and Marketing Plan;
- Coordinating and conducting events and activities;
- Conduct involvement campaigns by using Social Media, Search Engine Marketing, and Landing pages;
- Developing, designing, and creating new ideas including design contributions.

Minimum qualifications (knowledge, skills, and abilities):

- Bachelor or higher degree in Business administration, Marketing or related field;
- Experience with marketing campaigns in Marketing, or relevant field;
- Experience working with PhotoShop, Illustrator, and skill working with Premier Pro, Acrobat Pro, and InDesign is an advantage;
- Good understanding of requirements for delivery of effective marketing communications online and in print;
- Experience in developing and delivering presentations;
- A proactive, innovative, and enthusiastic attitude;
- Team-working skills as well as the ability to work with his/her own initiative;
- Excellent oral and written language skills in Mongolian and English.

A complete application contains:

- An application letter
- An up-to-date Curriculum Vitae
- Copies of diploma and certificates
- Two letters of reference documenting past work

How to apply:

All documents must be submitted in English language in a PDF soft copy to the email address recruitment@gmit.edu.mn

For any inquiries related to the call, please contact the HR Department via email or at (+976) 7023-2090.

Only shortlisted applicants will be invited for an interview.