

## MARKETING & COMMUNICATIONS MANAGER

First Atlantic Commerce Ltd., is a Bermuda based electronic commerce solutions provider specializing in fully secure, turn- key, Internet processing and consulting solutions for Corporations and Acquiring Banks.

We are seeking a talented and motivated Marketing and Communications Manager to join our team. The ideal candidate will have a passion for marketing and communications, with a creative mindset and strong attention to detail. This is a proactive role that demands strong writing skills, experience in new media, creativity, and the ability to digest payments and technology data, and communicate it in a clear and concise manner in a range of formats

### KEY RESPONSIBILITIES

- Develop new Powertranz website and ongoing management/editing of website.
- Work with graphic designers on projects as necessary.
- Create compelling content for marketing materials, including website copy, blog posts, social media posts, email newsletters, press releases, and promotional materials.
- Manage social media accounts and engage with followers to build brand awareness and drive engagement – along with our marketing agency.
- Coordinate with internal teams and external partners to ensure consistent messaging and branding across all marketing channels.
- Monitor and analyze marketing performance metrics to track the effectiveness of campaigns and identify areas for improvement.
- Assist with the planning and execution of events, trade shows, and other promotional activities.
- Support internal communications efforts by drafting internal announcements, newsletters, and other communications materials.
- Attend strategy sessions if required.
- Build and maintain annual business plan documents as required.

### JOB REQUIREMENTS

- Bachelor's degree in Marketing, Communications, Journalism, or a related field.
- Experience in WordPress for editing websites.
- At least one year of experience in a similar position.
- Strong writing and editing skills, with the ability to create clear, concise, and compelling content.
- Proficiency in digital marketing tools and platforms, including social media management tools, email marketing software, and analytics tools.
- Creative thinking and problem-solving skills, with the ability to generate innovative ideas and solutions.
- Excellent organizational and project management skills, with the ability to manage multiple projects simultaneously.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with cross-functional teams and external partners.

### Please apply to:

Jeffrey Borges  
Head of Human Resources and Payroll  
Gibbons Management Services Ltd  
Email: [jborges@gibbons.bm](mailto:jborges@gibbons.bm)

**CLOSING DATE:**  
Friday, June 14th 2024