

# Job Description

## Marketing & Admin Assistants

\$40k – \$50k + benefits

**Based:** Los Gatos, Ca

**Start:** March 2012

## Company Overview

Dynmark International (Dynmark) is a leading mobile messaging applications developer and provider of a comprehensive range of mobile messaging and mobile data solutions for businesses and consumers.

Dynmark was founded in 2001 and currently employs over 50 people in the UK and USA. Today the company provides an advanced cloud-based mobile messaging platform and range of SaaS and PaaS solutions for businesses wanting to communicate with their customers on their mobile devices.

Dynmark has developed and begun distribution of a consumer IP Messaging app – WIZ Messenger, which enables a far richer messaging experience, free of charge to users, which provides an alternative to SMS text Messaging and MMS messaging via mobile carriers. Mobile users the world over can send and receive mobile messages of all sorts completely free of charge using IP Messaging via WIZ Messenger.

Dynmark's range of unified mobile messaging business applications are all cloud-based and available globally. Whether customers are SMBs or large enterprise multi-nationals, they can sign up and begin using Dynmark applications within minutes. Developers can use Dynmark widgets, which provide a range of mobile messaging features without the need for development, in their web applications, or they can develop their own mobile messaging features and applications using Dynmark's comprehensive, platform agnostic, APIs.

In addition to its messaging products, the Company also provides specialist Mobile Marketing Services and mobile apps development. Dynmark Mobile is the Company's managed marketing agency service. Dynmark Mobile manages mobile marketing campaigns on behalf of its clients. Demand for this 'bureau'-type service is increasing as companies see the advantage of Dynmark's ability to provide specialised mobile marketing services rather than using a digital marketing agency. Clients can use Dynmark's proprietary reporting and post campaign analysis tools to review performance and improve future campaign planning whether in house or by Dynmark Mobile.

## The position

Dynmark is seeking an enthusiastic and capable graduate with at least 2-3 years experience in a media/technology/telecoms environment. The successful candidate, will support the marketing and account team in the US office in Los Gatos, California. The ideal person will thrive on commercialising emerging technologies and working under pressure. You will be involved in the administration of multi-channel marketing initiatives for both consumer and business focussed products.

You will have gained some experience in any of the following areas: marketing, sales promotions, public relations, analyst relations, or social media activities in either the technology, online or telecommunications sectors and be familiar with both B2B and consumer focussed activities.

You should be educated to degree level and have excellent written and verbal communication skills. You will be extremely familiar with Microsoft Office applications with a real passion for technology and marketing, as well as delivering a high level of service. In return you will be part of a fast expanding company that has gained a great reputation and values and rewards its employees.

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## Principal Duties

1. Client account contact and support
2. Assisting campaign planning, deployment and post campaign reporting
3. Telephone, email and face to face communication with clients
4. Help develop and then implement social media and marketing strategies
5. General office and marketing administration

## Skills and Experience

1. Excellent communication, writing and proofing skills
2. Good experience of Microsoft Office applications
3. Excellent phone manner

Please send your CV and a passport style photo to [jobs@dynmark.com](mailto:jobs@dynmark.com)