

JOB ADVERTISEMENT

BY

Worley Nuclear Services JSC

Worley is a leading global provider of professional project and asset services in the energy, chemicals and resources sectors. We cover the full project lifecycle from guiding our customers with pioneering projects to finding innovative ways of sustaining and enhancing their existing assets. Our comprehensive geographic presence enables us to leverage global expertise and deliver innovative solutions locally, to meet our customers' needs.

We are committed to delivering sustained economic and social progress, creating opportunities for individuals, companies and communities to find and realize their own futures, while also creating wealth for our shareholders.

Due to the ever-growing work commitments of our Sofia office projects we are opening a position for Marketing / Project Assistant.

Duties and Responsibilities

- Monitors business opportunities and announcements and reports on identified options of interest;
- Assistance to project control department - processing of time records, reporting, analysis;
- Assists in the preparation of analyses to identify target markets and in the development of business case studies covering key regions and countries to determine possible opportunities;
- Assists in the development of proposals, provides support in the preparation of presentations, reports and marketing materials.

Experience and Qualifications

- No job experience required;
- Good English proficiency;
- Computer Skills - MS Windows, MS Office;
- Experience with Oracle would be considered an advantage;
- Research and analysis skills.

Education

May be in the field of Business, Economics, Public Relations or Marketing;

Special Job Requirements

- Both written and oral communication skills;



- Proactive and dynamic personality;
- Willingness to work and interact with multidisciplinary team;
- Organizational skills.

Worley is an equal opportunity employer that believes in the benefits of a diverse and inclusive workplace. We encourage applications from diverse backgrounds representative of the countries and communities in which we operate.

If you feel like you are the candidate described above and would like to become part of our team, please send us your CV in English at hr_bg@worley.com no later than 31 March 2020.