

We are on the look out to recruit, Two (02) Email Marketing Client Coordinator(s) who value the opportunity to work from home and grow their careers.

What are you waiting for? Apply today, and don't miss out on this great opportunity.

## WHY SHOULD YOU JOIN US?

- Flexible work hours. 4 hours of your time is required to be worked between 6.30 PM and 1.30 AM Sri Lankan Time. You are free to allocate the 4 hours anytime within the given time range. The remaining 4 hours can be worked at any time during the day.
- WFH - Work from the comfort of your own home.
- EPF/ETF - Each employee would be enrolled in the EPF/ ETF as per the Sri Lankan labor law
- Legitimate work at home company - Bizycorp adheres to the Sri Lankan shop and office act
- **Remuneration - Starting from 70,000 LKR (Inclusive of Basic + Fixed allowances). You will be eligible for a probation confirmation increment after 06 months. (Conditions apply).**
- More Benefits - Paid Leave, Selected Professional Training & Certification programs, Annual Rewards - Based on performance and role. (Conditions Apply) plus many more...
- You will be a part of a diverse team of 200+ employees who come from multiple cultures and backgrounds around the world including Sri Lanka, Pakistan, Malaysia, the United States, and Canada.

## RESPONSIBILITIES OF A EMAIL MARKETING CLIENT COORDINATOR

- Based on client requirements create newsletter sketch/wireframes and then coordinate with the designer to get the newsletter designed
- Researching and identifying the content which should get added to newsletters
- Manage and schedule newsletters for various clients via Mailchimp, Constant Contact, etc
- Voice meetings with international clients (late evening, night-time Sri Lanka) via Zoom to discuss
  - Email marketing requirements
  - Reviewing newsletter designs
  - Reviewing email delivery stats
- Have an eye for detail and review the work done by other internal backend teams before the newsletter is sent to the client for approval.
- Implementing best practices to maximize email delivery
- Coordinating with the other backend teams to ensure the client expectations in relation to email marketing are met.
- Ensure the other backend teams accomplish their assigned newsletter-related deliverables (content, designs, banners, etc.) before the deadline.

## REQUIREMENTS

- Hands-on knowledge using Mailchimp, Constant Contact, or other similar software/tool
- Outstanding communication skills in spoken and written English
- Prior experience in a similar field/role
- Experience in designing newsletters is advantageous but not required.

We DO NOT have part-time jobs available.

IF YOU ARE NOT comfortable speaking with foreign clients via Zoom, Skype, then this vacancy is NOT for you.

IF YOU DO NOT have any experience working with newsletters, then this vacancy is NOT for you.

**If interested, please send your CV to [careers@ekwa.com](mailto:careers@ekwa.com) OR [CLICK HERE TO APPLY](#)**