

PR & Marketing Assistant | Full time | Berlin

In our Berlin office we are looking to reinforce our PR & Marketing team with immediate effect.

We are an architecture office in the heart of Berlin. Since 2005 we have been working for international companies on the cutting edge of interior architecture and design within the broad spectrum of living and working environments. We re-think and re-create these spaces and the processes behind them, proving that there is always an ingenious solution waiting to be discovered.

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Kinzo Architekten GmbH
Rudi-Dutschke-Straße 26
10969 Berlin
T + 49 30 814 522 520
jobs@kinzo-berlin.de

Your Responsibilities

You will write texts for newsletters and press releases in German and English.

You will create presentations for competitions, lectures and for the external presentation of our office.

You will work on the development of PR concepts and measures, as well as on the planning and implementation of events and campaigns.

You will support in the cultivation of relationships with interest groups, media and providers.

You will maintain all our social media channels and keep all news on our website up-to-date.

Your Skills

You have excellent communication and writing skills, ideally in both German and English.

You enjoy designing presentations and PR materials with an eye for detail and new ideas.

You have had professional experience in marketing and PR and are interested in interior design.

You are open, self-confident and like to communicate.

You are familiar with all common MS Office applications, InDesign and Photoshop.

Your Benefits

The opportunity to exercise creative freedom in text design and contribute your own ideas.

You will see all our new projects before anyone else.

Additionally you can expect an exciting job in an international environment with a great team that likes to have lunch together, and the best coffee at Checkpoint Charlie!

We look forward to your detailed application - stating your salary expectations and your earliest possible starting date - by email with the subject "PR & Marketing Assistant" to: jobs@kinzo-berlin.de