

NAUTIKA CENTAR NAVA

Marketing and Charter Assistant

We are looking for a new creative adventurer willing to get onboard with us!

We are Nautika centar Nava, a Croatian company specialized in boats and yachts. You can find us in the sunny city of Split, right in the centre of the Adriatic Sea. We have been boating experts for almost 30 years and our core business is related to boat sales, charter and we are also the Volvo Penta Center for Croatia. Other business activities include (but are not limited to): brokerage, assistance and consulting, after-sales, engine service, charter management, travel agent & event organizer.

Who are we looking for?

Well apart from being a boat lover, the ideal candidate should enjoy working with people and in a team, be patient, open, creative, enthusiastic, proactive and flexible. Has good sense of humor and always a smile ready for the present crowd. She/he should also be passionate about customer care and going the extra mile for happy clients. Other useful interest should include (but not be limited to): internet (blogging, communities, social networks), new technologies, multimedia... If you get excited about learning new things independently and of course, you appreciate a challenge then please apply! Excellent English and additional language knowledge (German, French, Russian, Spanish etc.) is a must. Familiarity with HTML and/or coding language, search engine optimization, content marketing strategies, email marketing, graphic design, video production is a big plus as is a bachelor's degree in Marketing, PR or Communications.

What would you be working on with us?

- Client relations and customer service
- Assisting in admitting clients to the marina and on board our boats (check-in & check-out procedure)
- Preparation for arrival/departure of clients – administrative work: checking for necessary paperwork (crew list, licenses, provisioning lists, transfer options, snorkel and other equipment etc.)
- Providing relevant information (where to find restaurants, shops, ATMs, pharmacy, best sailing routes and spots)
- Collecting survey data
- Communicating with the charter team to provide the best service
- Addressing complaints
- Additional operational tasks as required
- Content Creation for our Blog (1-2 posts per week)
- Creating Campaigns for Google
- Searching for Prospects and creating a database (Good Excel is required)
- Assisting the development and implementation of social media and content marketing strategies

What you should know!

- The minimum duration for the internship is 3 months
- Having an Erasmus+ Learning Agreement is mandatory
- We communicate in English, so having a C1 level is a must
- If you know other languages that will be a big plus, Croatian is good but it is not a requirement
- We are looking forward to receiving your application (cover letter and CV) by mail. A Skype interview will be scheduled only with selected candidates following CV evaluation

Where would you be working?

Nautika Centar Nava is located in Split, a typical Mediterranean town that offers its inhabitants and visitors lots to do all year round. Discover the Diocletian's palace, Poljud stadium and sandy beach Bačvice. For more info check: <http://esnsplit.com/city-split>

Employer Information

Company name

Nautika Centar Nava

Address

Uvala Baluni 8
21000 Split, Croatia

Company size

≤ 50 employees

Homepage

www.navaboats.com

Contact Person Details

Jelena Banovic, Marketing, +385 21 407706,
marketing@navaboats.com

Year of establishment

1990