

MARKETING AND SALES LICENSING COORDINATOR

About us

Established in 2008, **Animaccord** is an international award-winning entertainment company that develops, produces, and distributes animated brands globally.

We are looking for a proactive **Junior Coordinator** to join our Commercial Department in Limassol. This is a unique opportunity to grow within an international company and work with globally recognized brands. You will be at the heart of our operations, supporting both our Chief Commercial Officer (CCO) and the Marketing team to drive brand growth and streamline our daily workflows.

What you will be doing:

- **Executive Support:** Assist the CCO with CRM management, calendar coordination, and logistics for international industry events (travel, accommodation, and meeting agendas),
- **Marketing & Digital Ops:** Support the team in executing international campaigns and managing our Shopify D2C store (customer activations and e-commerce tasks),
- **Partner Coordination:** Act as a point of contact for licensees, handling daily follow-ups, sample collection, and partner communications,
- **PR & Communications:** Assist the Sr. Communications Manager with award submissions, press kit distribution, and briefing designers on PR materials,
- **Cross-functional Collaboration:** Use Trello to coordinate tasks between Design, Legal, and Post-Production teams to ensure the Commercial team has everything they need,
- **Insights & Reporting:** Conduct market research, assist with data analytics for commercial objectives, and prepare polished presentations for our brands,
- **Workflow Management:** Keep the engine running by managing paperwork (DocuSign/Internal systems) and ensuring all meeting notes and post-event reports are accurate and timely.

What we expect:

- **Experience:** 1–3 years in Marketing, Sales Support, or a similar role,
- **Education:** Degree in Marketing, Economics, or Business Management,
- **Communication:** Fluent in English (written and verbal). You can build relationships and get your point across clearly,
- **Tech-Savvy:** Proficient in MS Office. Experience with AI tools or CRM systems is a big plus,

- **Mindset:** You are highly organized, detail-oriented, and thrive in a fast-paced environment. You're a "doer" who meets deadlines and loves to learn on the fly.

What we offer:

- A chance to work with world-famous brands in a market-leading company,
- Real career progression and professional development opportunities,
- Full-time office role in beautiful Limassol, Cyprus,
- Competitive package including medical insurance.

Apply with CV & short cover letter: hr@animaccord.com