

Digital Marketing cum Admin

Responsibilities:

- To develop, plan & implement market related activities
- To manage marketing communication and promotions; Website and E-Marketing operations like creating print ads and direct-response ads
- To develop and execute communication collaterals like booklet, brochures, banners, flyers, posters, advertisement etc
- To execute and participate in company work projects as required
- To update customer database and collecting project information
- To take charge of evaluation data collection and analysis
- To monitor and collate market information about the industry

Requirements:

- Diploma or Degree in Marketing preferred.
- Minimum 2 years of relevant working experience.
- Excellent in English written and spoken.
- Good Microsoft PC skills.
- Able to work independently and a good team player and strong analytical attention to details.
- Must be able to work within tight deadlines and deliver work on time.

Additional Information:

- Office Hours: Monday - Friday, 9am - 6pm
- Smart Casual Fridays
- Salary is negotiable depending on experience
- Welfare
- Social Security
- Health insurance
- Incentive
- Bonus
- Holidays