



Job Description for Position: Marketing Executive

Responsibilities:

- To assist the production of marketing materials including leaflets, brochures, posters, flyers program and media guides. This can involve writing and proof reading copy, liaising with designers, agencies and suppliers.
- To source, manage and place adverts on the press, publications, broadcast, social media and etc.
- To arrange, organise and coordinate interviews between the media and schools.
- To liaise with suppliers, designers, partner organisations and other external parties.
- To be responsible for all social media network (Facebook, Twitter, Company Website and etc) and managing corporate social media accounts.
- Undertake special assignments, ad-hoc functions and related duties as and when required.

Requirements

- At least a diploma in marketing or degree in related studies.
- At least 3 years' of working experience in the related field.
- Possess sales and marketing experience, and has the know-how closing sales.
- Possess valid driver's license as there will be travelling involved.
- Ability to utilise social media and web applications to support market activity and corporate image.
- Mature personality with good leadership and social skills, able to work under pressure, multi-tasking and have good communication skills.
- Highly motivated, systematic, efficient and willing to take challenges.