



JOB TITLE: Sales & Marketing Assistant

The **Sales and Marketing Assistant** will be assisting the Sales and Marketing Department in promoting business development with existing and potential clientele to achieve corporate sales targets and improving its market share by providing efficient administrative support.

RESPONSIBILITIES

- Maintains social media assets and online subscriptions.
- Works in collaboration with stakeholders to develop appropriate and required sales and marketing material.
- Assists in researching, writing and updating the company website and social media platforms with content.
- Initiates sales and marketing processes by scheduling meetings, attending to inquiries, setting appointments, providing initial presentations and understanding and booking account requirements.
- Organizes and participates in events such as online or off-line trade-shows and conferences.
- Creates graphics as required for Operational Support, announcements.
- Maintains sales and marketing data files and materials in stock or storage.
- Other related tasks assigned.

QUALIFICATIONS & SKILLS

Minimum Qualification Requirements:

- Bachelor's Degree Graduate – in Marketing, Advertising, Business Studies/Administration/Management or equivalent courses.
- At least 2 year(s) of working experience in the related field is a plus.

Job Knowledge, Skills & Abilities:

- Intermediate knowledge in analytical & critical thinking and written & verbal communication skills
- You thrive in a result-oriented, direct environment working closely with the management.
- You are positive, self-motivated, honest and reliable.
- Able to handle multiple tasks under pressure.
- Proficient in English.

What you can expect from us:



- Significant career growth opportunities in a fast-growing business in the Philippines.
- Competitive compensation.
- Reasonable out-of-pocket expenses.
- Challenging and diverse assignments along with direct responsibilities.
- Fun & casual working environment.
- Flat hierarchies within a fresh, dynamic and highly motivated team.
- Starting date: As soon as possible.

Job Types: Full-time, Permanent

COVID-19 considerations: To protect our workforce, we have arranged for social distanced work spaces, scheduled work from home arrangements, and provisioned PPE and other safety and sanitary policies.