



WE'RE LOOKING FOR
MARKETING EXECUTIVE

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Mind is on a mission to help brands create marketing people actually want. Our consultancy focuses on comprehensive solutions strategically and creatively across every platform, which is designed to help brands get in the MIND of people.

We believe in the simple formula: **MARKETING = MIND + HEART**
If you have a strategic mind & a "people" heart, come join us!

KEY RESPONSIBILITIES

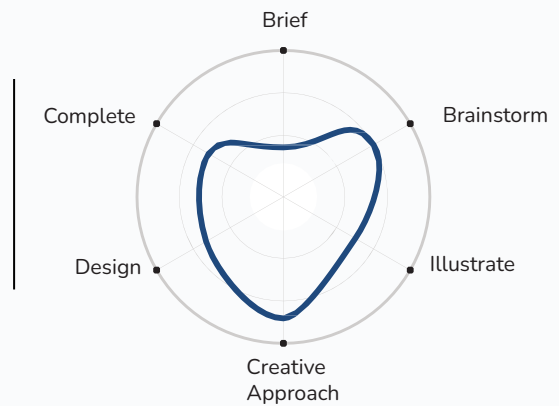
- Assist Brand Manager in the initiating, development, coordination, and monitoring of assigned marketing activities.
- Prepare and present assigned brand/category business reviews (social media reviews, digital review, marketing activities up-to-date performance) periodically.
- Planning, implementing content plan, executing advertising campaigns, optimizing effectiveness for communication channels (Facebook, Instagram, Tiktok, Youtube) and clients' booths on e-commerce platforms (Shopee, Lazada, Tiki).
- Monitor competitors' activities, market trends and report to all concerned on weekly, monthly, quarterly basis.
- Co-monitor with other team include but not limit to product event, activations, promotion, digital calendar, PR, merchandising tools production to assure effectiveness and timely execution.
- Manage daily admin tasks: contract, payment, etc.
- Execute all tasks delegated by Brand Manager.

JOB REQUIREMENTS

- ❑ Experience: minimum 1.5 years in Marketing
- ❑ Minor experience in Design, experient in delivering material to the young target audiences is plus; Good knowledge of Creative and Graphic design
- ❑ Understanding of Marketing Planning
- ❑ Proficient in Digital, Social, and Print advertising formats and methodologies
- ❑ Strong analytical abilities and logical thinking
- ❑ Multi-task management; proactive and responsible
- ❑ Proficient in English and strong communication skill
- ❑ Detail oriented and time management

SKILLS

Planning
Creative Thinking
Time Management
Problem Solving
Organization
"Can-do" Thinking
Presentation



BENEFITS

Laptop/ PC

Career Growth Opportunity

12-day Annual Leave

13th Month Salary Incentive Bonus

Insurance

Freedom To Think "Outside of the box"

Annual Salary Review

Flexible Working Hours

Team Building Activities