

Marketing & Communications Executive

Job Description and Responsibilities:

1. Plan and coordinate events to communicate company's products and initiatives.
2. Content/ collaterals creation and design (i.e., write-ups, programme brochures, and bi-monthly newsletters).
3. Review and update training materials.
4. Managing of marketing activities on social media platforms.
5. Develop and maintain positive client relationship and help shape and guide the development of overall client objectives in ensuring that all expectations are met.

Requirements:

1. Diploma in Business, Communication, Marketing or equivalent
2. Strong command of English Language (both written and spoken)
3. Excellent interpersonal and communication skills
4. Fast-learning candidates who are driven and have a positive attitude
5. Good initiatives and follow up skills
6. Proficient in Microsoft Office Applications, experience in Photoshop is an advantage.

Five days' work week with comprehensive training and career advancement.

Salary Range: S\$2,000 to S\$3,000 + *Sales Commission

Closing date for application: 22 April 2022