



Assistant Marketing (Temporary Maternity Leave)

Responsible / Jobdesk :

- Marketing administration activities
- Handle correspondence and communication with partners via email, telephone, whatsapp.
- Make a report for Director.
- Monitoring the marketing work process and coordinate with sales/supply chain/warehouse people/back office about marketing plan.
- Management and control of all promotional materials Laundry and Amanplast
- Training ACCURATE system, monthly monitoring and budget reporting of Marketing spending
- Regular and mandatory participation in the weekly work meeting Laundry team + ad hoc Amanplast JABOTABEK meetings
- Have knowledge of Social Media & Web page (maintained and create monthly content)
- Handle offline activity such as exhibition

Requirements / Qualification :

- Bachelor's degree, communications, marketing, PR, management, business or equivalent.
- Fluently English both written and spoken is a MUST
- Fresh graduated are welcome to apply
- Good communication and interpersonal skills, teamwork, able to work under pressure.
- Honest, multitasking, willing to learn new things.
- Strong leadership with good personal character.
- Strong analytical skills and data driven thinking
- Able to operate computers.
- Temporary position maternity leave for at least 5 month until December 2019 / January 2020.
- Willing to be placed for our head office duren tiga Jakarta selatan area

Please send your completed resume to mail devi@windsor-indo.com no later than 15 August 2019.